NHSScotland

National Dental Inspection Programme (NDIP) User Guide

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1. Client Installation/Startup Instructions

1.1 Installing NDIP

This is assumes that the NDIP software will be installed from files sent via e-mail.or provided on a CD or memory stick.

These files are entitled:
"NDIPv40.zip"
"NDIPData_blank"

This also assumes that you do not have an existing version of NDIP40 on your laptop. If you do have any previous versions these should be archived to an external device and then deleted from your laptop prior to installing the new version.

1. Open Windows Explorer
2. Open C: drive
3. Create new directory called "NDIP40"
4. Copy "NDIPv40.zip" into "NDIP40"
5. Double-click on "NDIPv40.zip" into "NDIP40"
6. Click on "Agree"
7. This will copy "NDIPv40.mdb"into "NDIP40"
8. Copy "NDIPData_blank" into "NDIP40"
9. Right-click on "NDIPv40.mdb"
10. Select Properties.
11. Uncheck the "Read Only" option if ticked.
12. Apply and OK out.

1.2 Starting The Application

Either:
Double-click on My Computer
Double-click on C: drive
Find "NDIP40" folder
Right-click and open "NDIP40" folder
Double-click on "NDIPv40.mdb"
The Logon screen will be returned to the user

Or:
Click on **Start**
Click on **Programs**
Click on **Microsoft Access**
Scroll down the list of Programs and select **NDIP**

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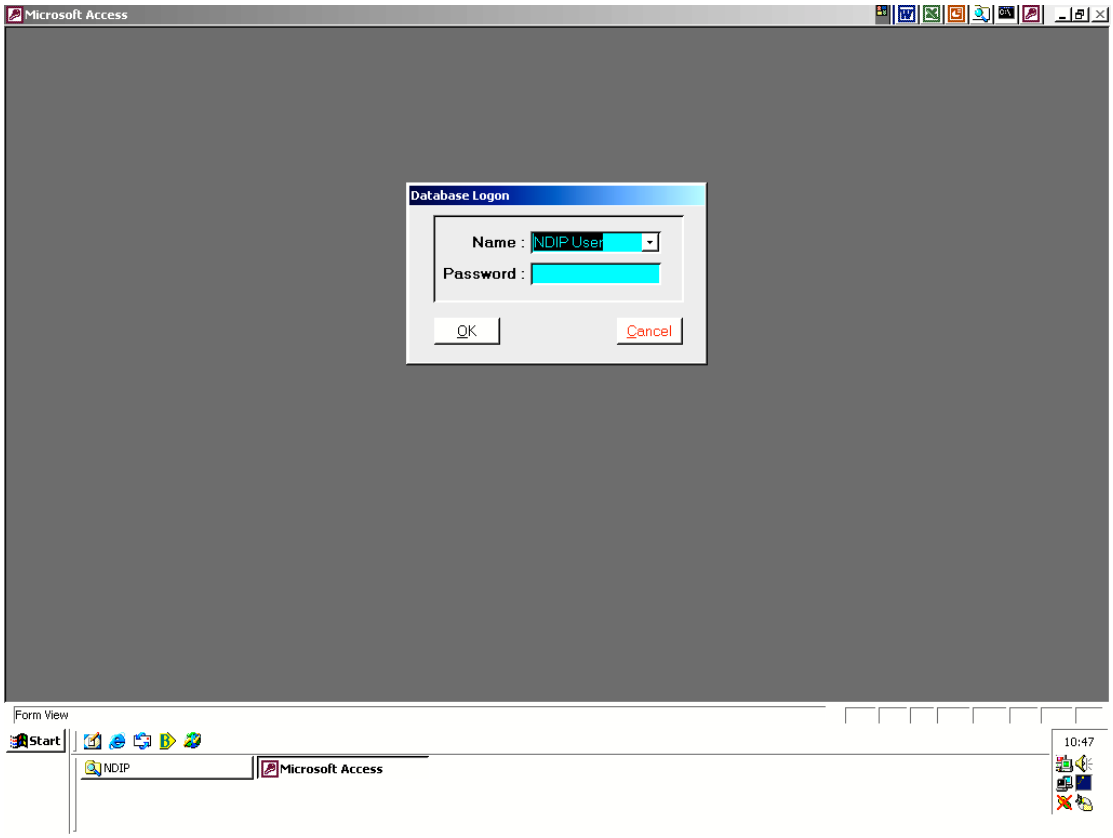
2. Logging into the Application

.

Once the application starts you will be presented with the Logon screen



Select Name from the Drop Down menu :-

Select either NDIP User or NDIP Co-ordinator from Name List

Enter the appropriate password

Co-ordinators will provide passwords

Passwords are *not* case-sensitive.

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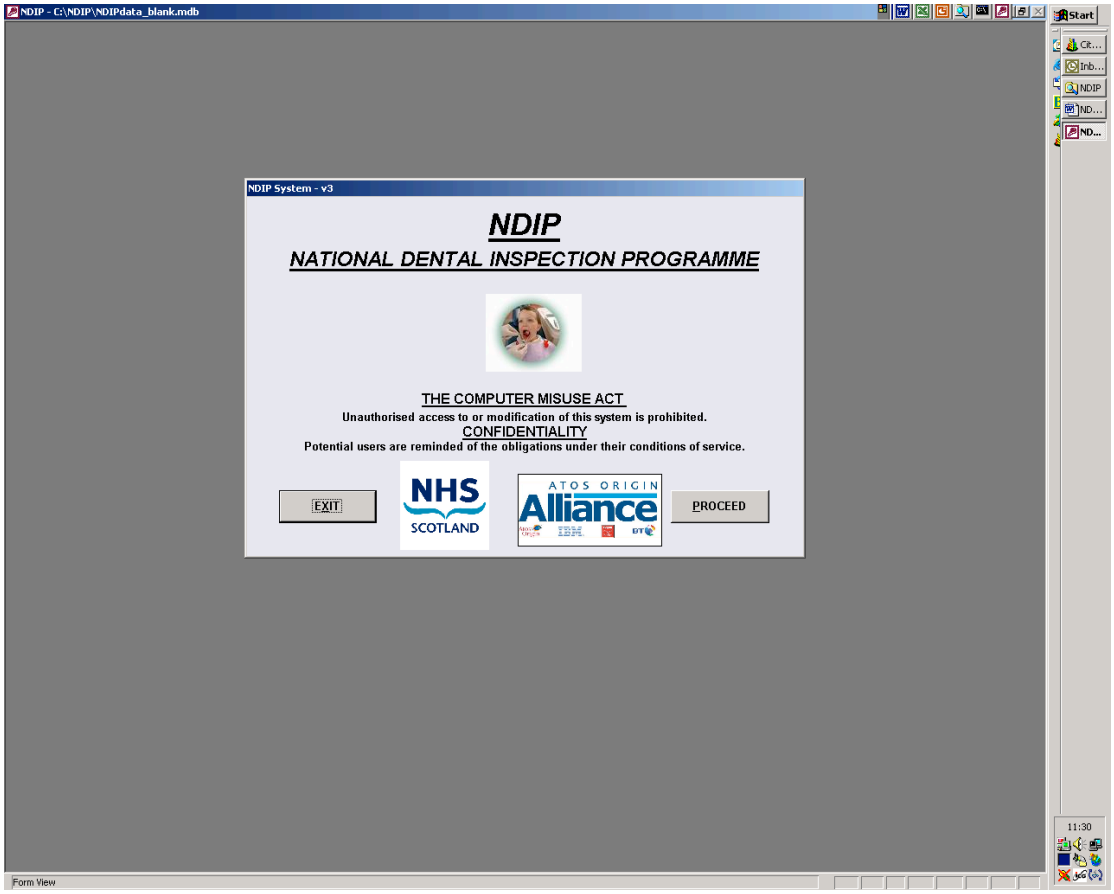
3. Start Up Screen

On entering the correct password the Startup Screen will be returned.



The screen contains the version number of the NDIP software. This should be referenced whenever reporting problems with the system.

Clicking Proceed will open the Main Menu whilst Exit will close the database.

The Main Menu screen (as shown below) will be displayed and it is from here that all the Systems functions can be accessed. The Co-ordinator menu will be greyed out for users who do not have co-ordinator responsibilities. All other functions are identical for both users and co-ordinators.

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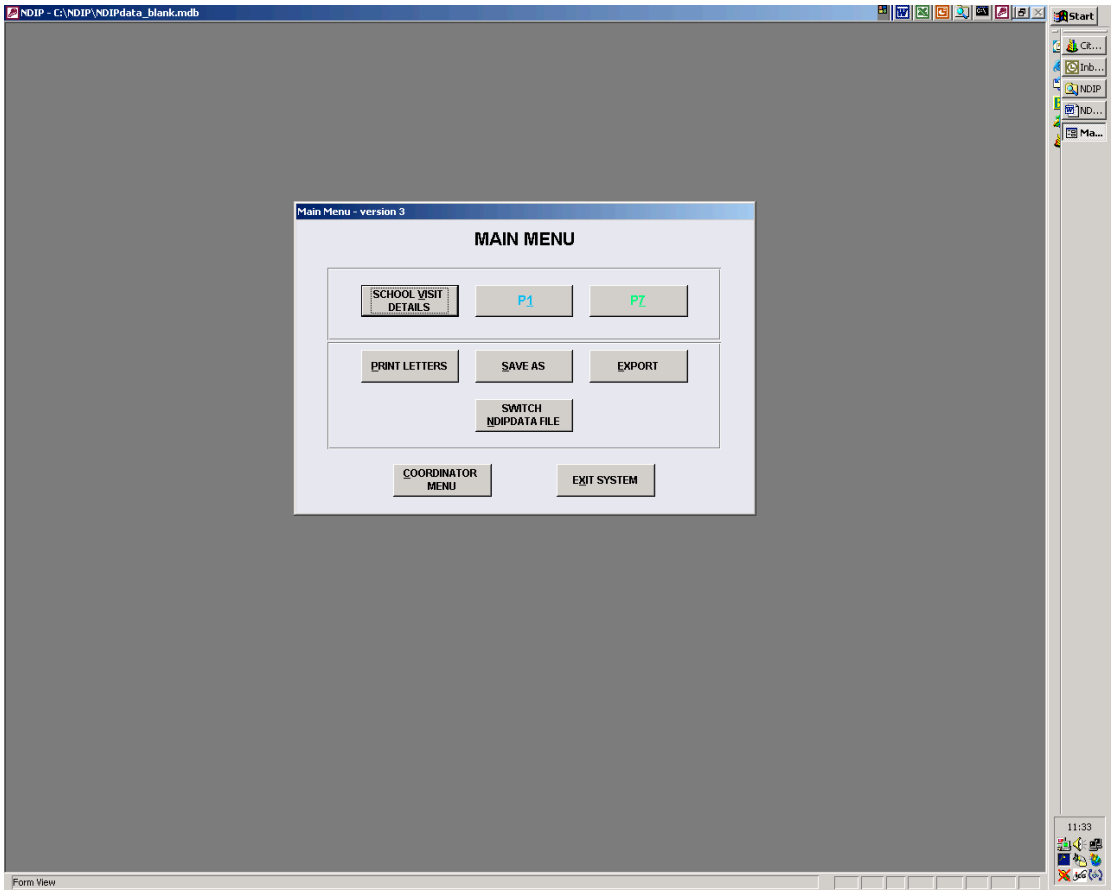
4. Main Menu



There are eight functions, which can be directly accessed from the Main Menu:

School Visit Details – this enables the user to input examiner and examination date details on the day of the inspection and **must be completed before an inspection can be carried out for that school.**

P1 – this records P1 inspection data (Basic and Detailed)

P7 – this records P7 inspection data (Basic and Detailed)

Print Letters – this enables the printing of letters to parents

Export – this exports inspection data for a school to an MS-Excel file

Save As – this enables saving of inspection data for a school onto an external device

Coordinator Menu – this menu is accessible only to NHS Board Co-ordinators

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Exit System – this exits the NDIP program altogether

These functions can be selected by clicking on the relevant button.

5. Co-ordinator Functions

The Co-ordinator Menu provides the co-ordinator with the ability to:

Import School Roll data

The Co-ordinator can import school rolls from floppy disk or CD – this pre-populates the P1 and P7 inspection data with the following data:

- NHS Board ID
- School Code
- School Name
- Local Code
- CHP
- Year
- Class
- Forename
- Surname
- DOB
- Postcode
- Gender

Only children designated as 1 or 7 in the year column will be imported, and the programme will sort them into P1 and P7 regardless of their order on the list.

Customise Letters

The Co-ordinator can customize standard letters to be sent to parents. The facility exists to amend Header, Body and Footer Text.

Set up School Details –

The Co-ordinator can set up a School Visit with the following details:

- School Code
- School Name
- CHP
- Local Code

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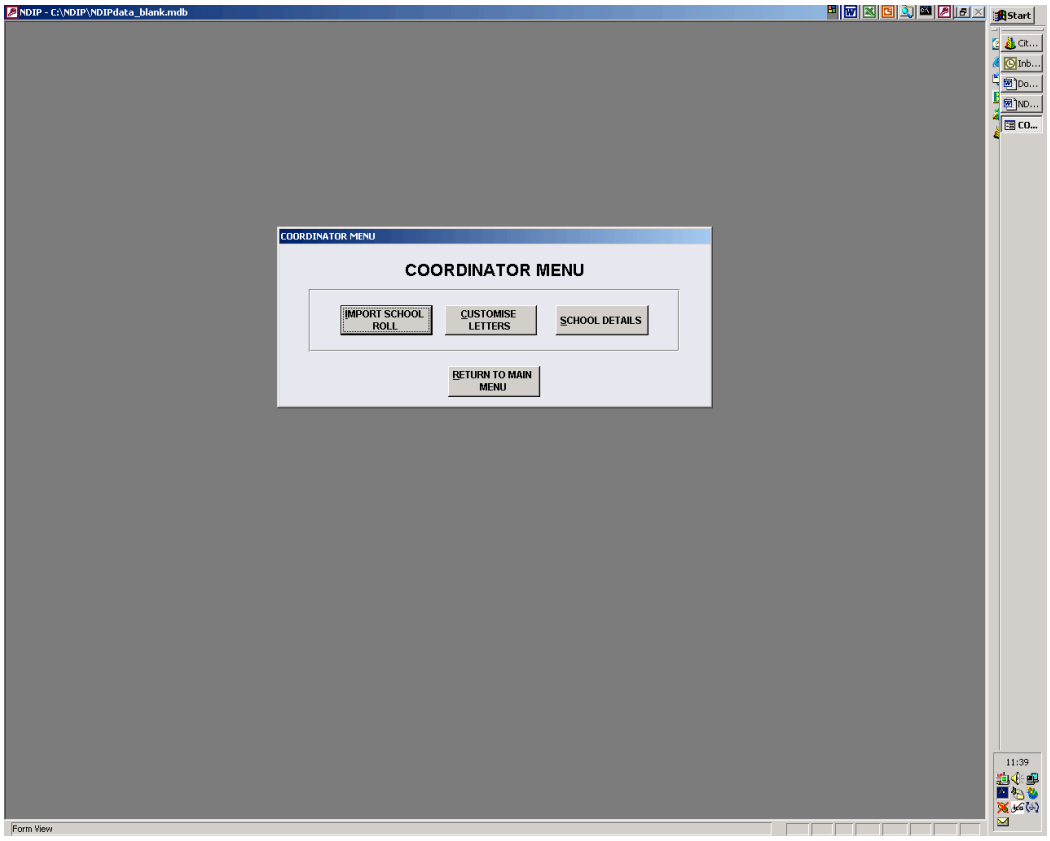

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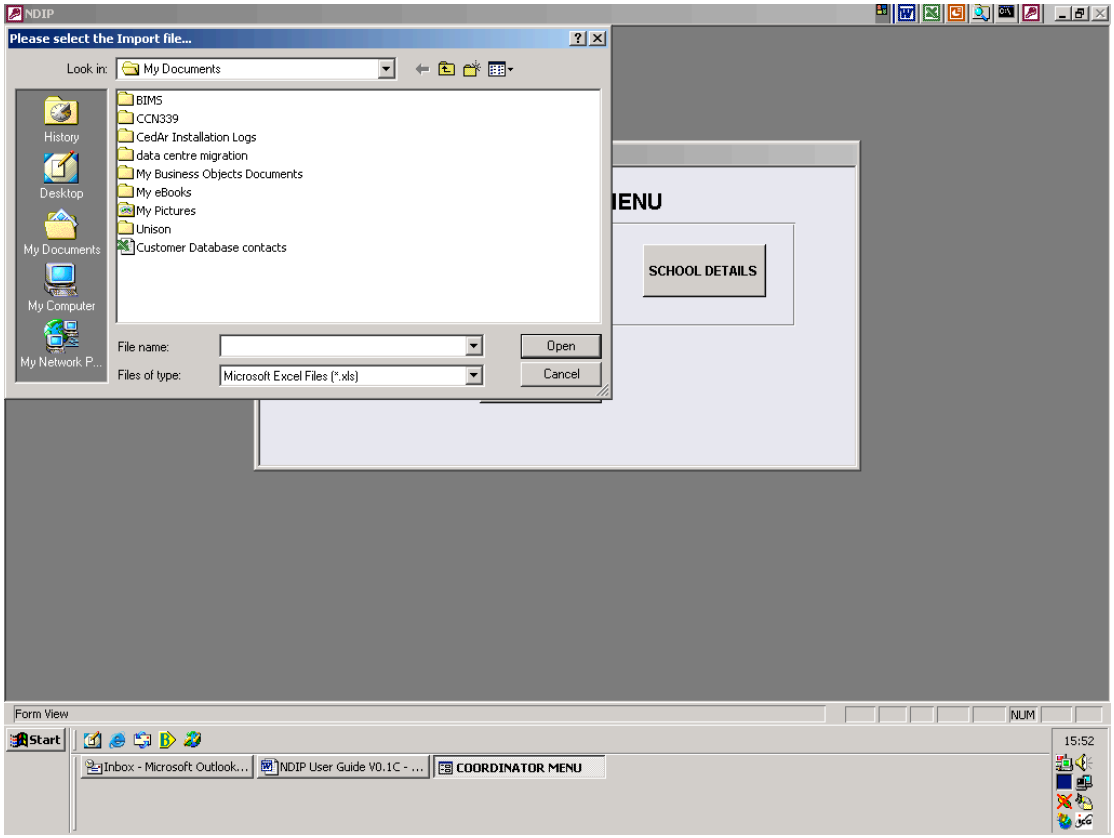
5.1 Import School Roll



This menu option enables the co-ordinator to import school roll data in MS-Excel format. One MS-Excel file is imported per school – i.e. multiple schools cannot be contained within the one import file as this would lead to all child records being labelled with the same school name.

The co-ordinator clicks on the downward arrow next to My Documents and this returns the following screen (example):

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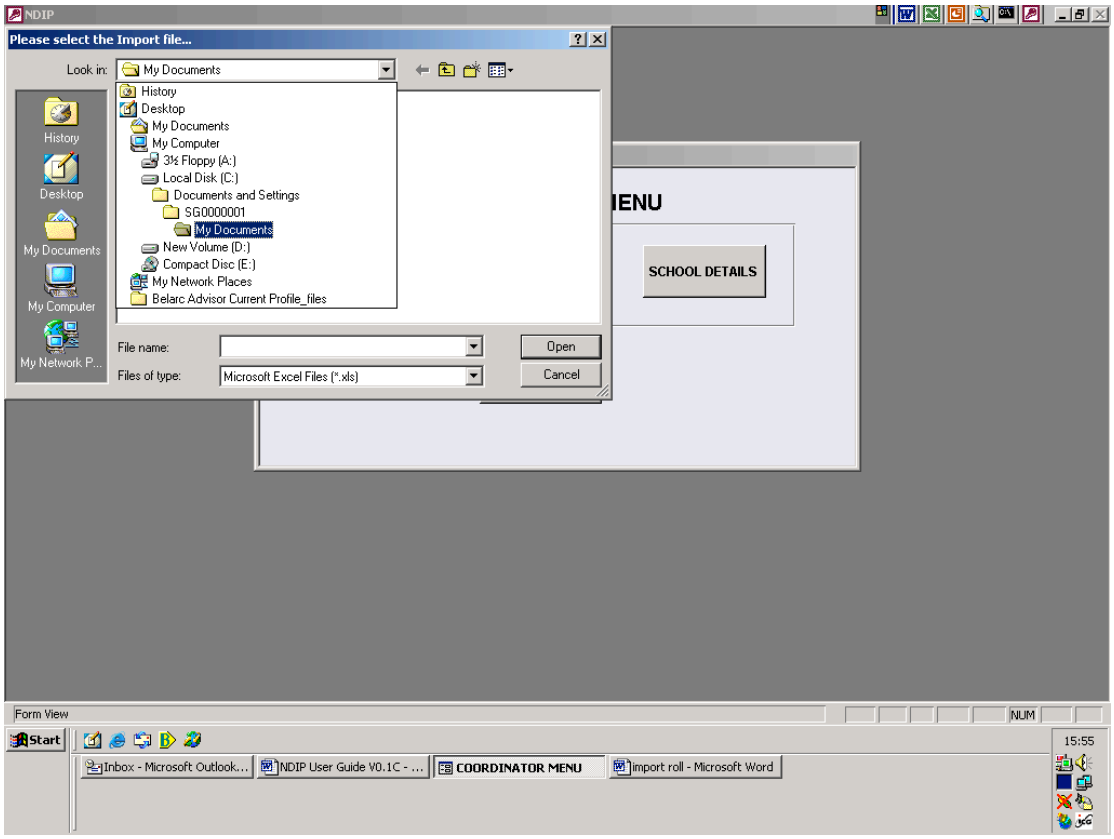

The co-ordinator scrolls down the Look In window and selects the appropriate file (example below) by clicking on the file name and selecting the option “Open”:

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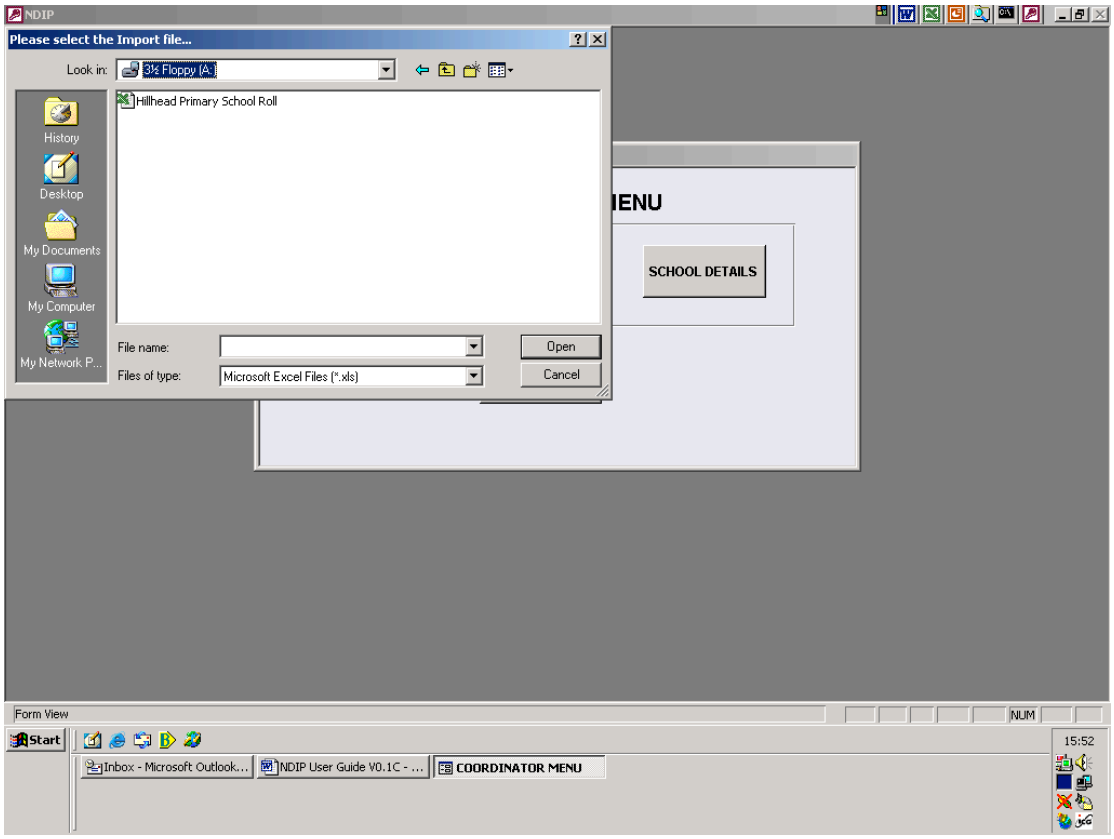

5.2 School Roll Import Format

The Import file contains the following data for each child record on the School Roll :

Data Item	**Mandatory Y/N**	**Format**
NHS Board ID	Y	One of the following values is required : A,B,F,G,H,L,N,R,S,T,V,W,Y,Z
School Code	Y	
School Name	Y	
Local Code	N	Maximum 3 alphanumeric characters or blank
CHP	N	3 numeric digits or null
Year	Y	must be 1 or 7 - to enable P1/P7 categorisation
Class	N	must be single alpha char a-z OR blank
Forename	Y	
Surname	Y	
DOB	Y	dd/mm/yyyy - will default to 11/11/1900 if not entered
Postcode	Y	7 characters (including spaces) - formatted as per instructions in manual. Deafaults to 0000000 if not entered
Gender	N	M/F

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5.3 Scanning class lists

Scan document using OCR – edit file
Read
Save as word document e.g. 1[school name]
Open 1[school name]
Edit
Select all
Edit copy
Open Xl
Edit
Paste
Get rid of any superfluous header rows by highlighting row 1 /edit /delete
Repeat if required.

Document now looks like table: Forename surname dob postcode gender

Highlight column A – insert – column
Repeat 7 times

Under box A type NHS BOARD ID
Repeat for Box B School code
C – school name
D – Local Code
E – CHP
Year – 1
Class – a

These columns can be easily populated by scrolling down and highlighting & copying

DOB – could be 03032001
03.03.2001
03/03/2001
The latter format is required so:
Format
Cells
Under category highlight customise
Scroll until you get dd/mm/yyyy
Highlight
OK

Similar for postcodes etc

Tidy up file by deleting blank lines & any extra lines at end

Then save as e.g. [school name]1 i.e. now an Xl file
File is now ready to import

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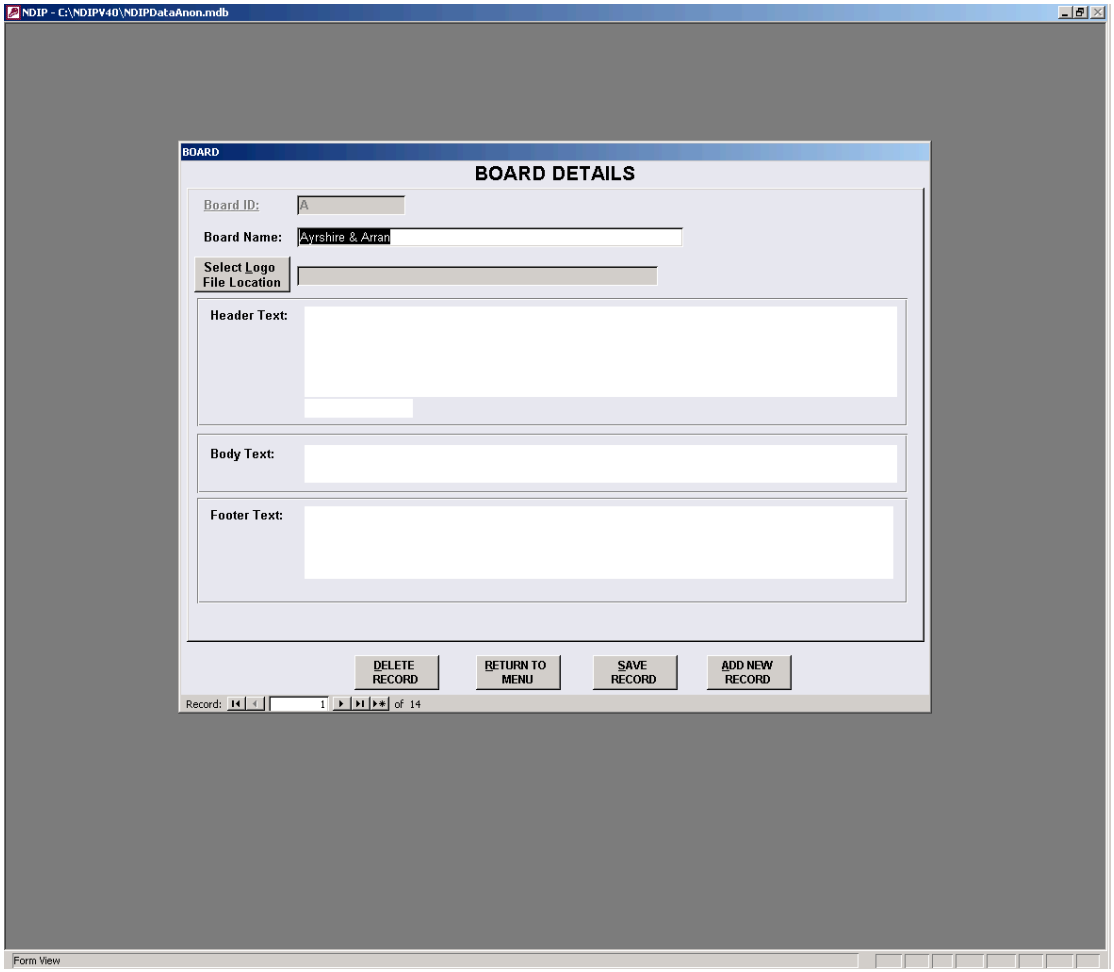
5.4 Customise Letters



This screen enables the co-ordinator to customise the standard letters to parents.

The co-ordinator can scroll through each Board until they find the appropriate record.

Board Logo

The co-ordinator can click on “Select Logo File Location” and the flowing screen is returned.

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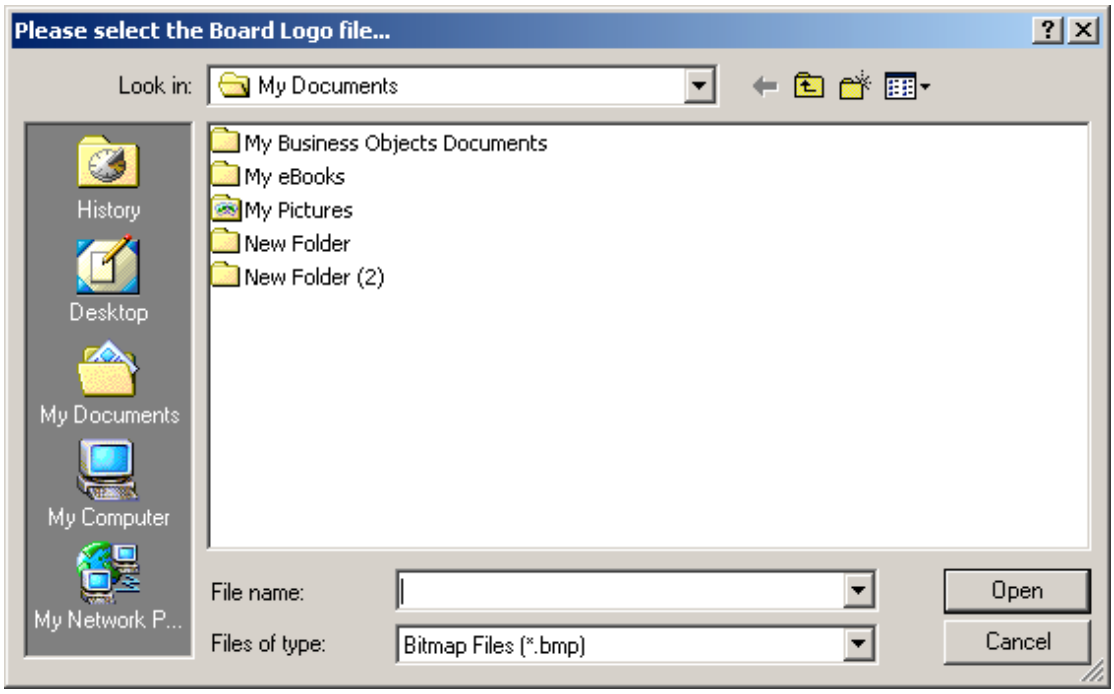

The co-ordinator can then retrieve the Bitmap file that contains the logo from the external file that it is stored on. The location of the logo will then be displayed (greyed out) on the screen. This logo will then be printed on the letter and will be visible in the Print Preview function.

Header Text

The co-ordinator can then click on the Header Text and whatever is entered in this section on the screen will then appear at the top of each page of each letter.

Body Text

The co-ordinator can also customise the text in the body of the letter. The *configurable* body text per board can be setup as one single generic statement to be used in each Category letter i.e. the same statement will be applied to each category letter A, B and C. If a statement is input in 'Customise Letters' for a particular board it will be applied to ALL category letters for that board A, B and C.

The co-ordinator can also input a Footer text that will then appear at the bottom of each letter. The footer (not completed in the above example) would come at the bottom of the letter after 'Yours Sincerely.....Community Dentist'

Once the co-ordinator has completed the changes to text press the Save Record button. The record will be saved and returned to screen in its new (saved) form.

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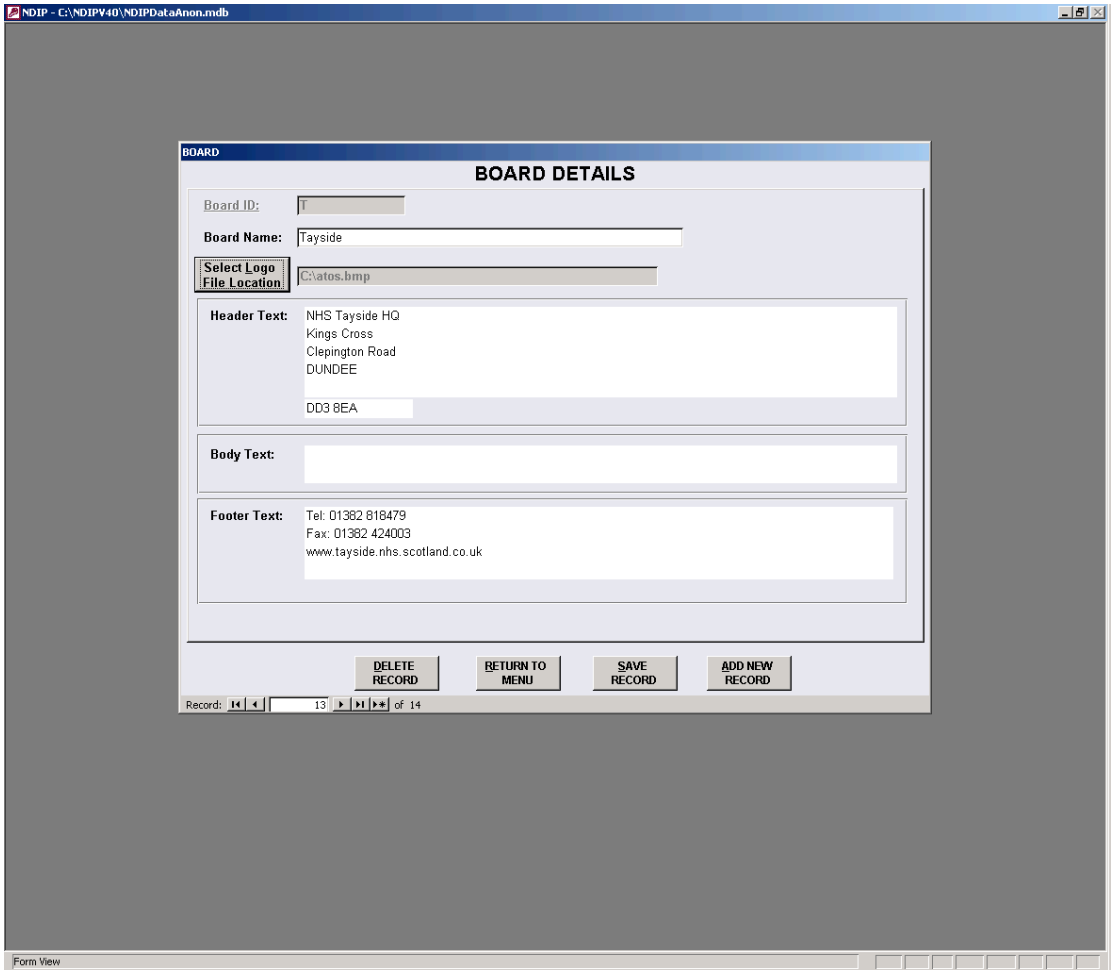
An example Customise Letters screen is:



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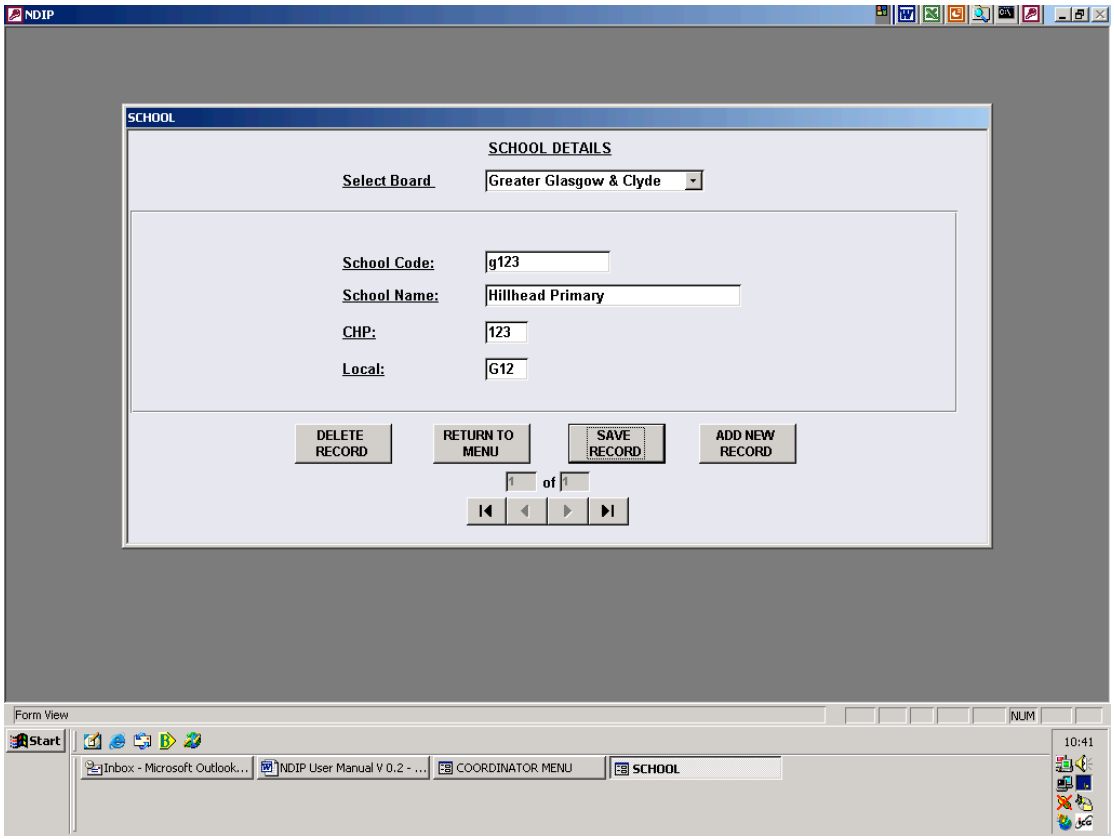
5.5 School Details



This screen (example above) enables the co-ordinator to set up schools for their own NHS Board. The user selects the appropriate NHS Board from the drop-down menu and then types in the **School Code** and **School Name**. The user may also enter a CHP and Local Code but both these fields are optional. If they are entered they are validated as follows:

CHP = 3-digit numeric code

Local = up to 3 alphanumeric characters

Once the co-ordinator has completed the input of School Details press the Save Record button. The record will be saved and returned to screen in its new (saved) form.

To add a new school record click on Add New Record. A blank screen will be returned with the NHS Board name prepopulated. To return to the Co-ordinator menu click on Return to Menu.

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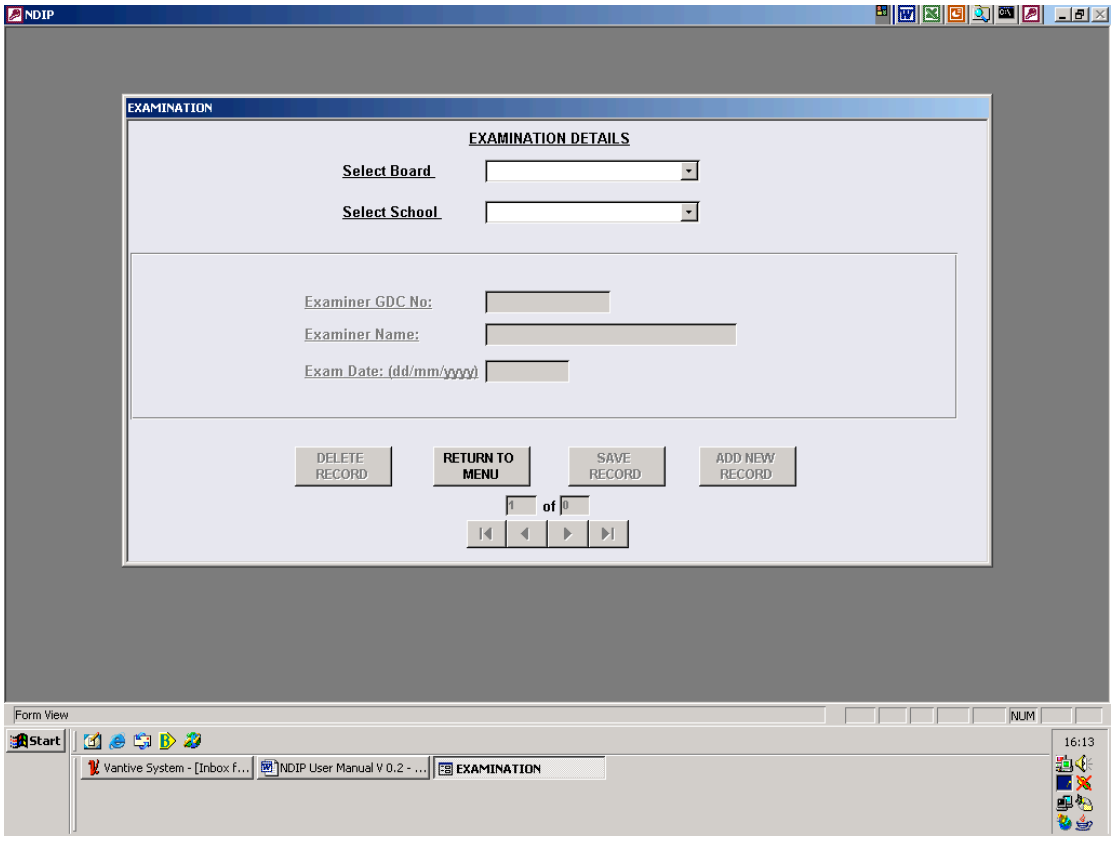
6. School Visit Details



The user enters the following data on this screen:

- NHS Board
- School Name
- Examiner GDC No.
- Examiner Name
- Exam Date

These fields will be automatically populated if the Co-ordinator has imported them via the Import School Roll function. If the above data items have not been automatically imported the user must enter the details via this screen before carrying out an Inspection. The data on this screen is not complete until the correct Exam Date has been entered. *This must be done by Examiners prior to Inspection.*

At the time of import the Exam Date will default to the date of import, Examiner to 'TO BE CONFIRMED' and Examiner GDC No. to 000000. The user can then enter the correct Examiner GDC No., Examiner and Exam Date when they are known, via this screen.

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Once the Examiner has completed the input of examination data press the Save Record button. The record will be saved and returned to screen in its new (saved) form.

To add a new details of another inspection for the same school click on Add New Record. A blank screen will be returned with the NHS Board name and School Name prepopulated.

7. Inspection Team P1

N.B. Before the user can enter Inspection data the Co-ordinator must create School data via the Import School Roll function or manually via School Details function. The Examiner must complete School Visit Details if Import School Roll function has NOT been used

7.1 Select School

Selecting the P1 button from the Main Menu initially opens the form below with the main P1 screen as background.

A dialogue box is returned that prompts the user to select from drop-down menus the **NHS Board** and **School.**

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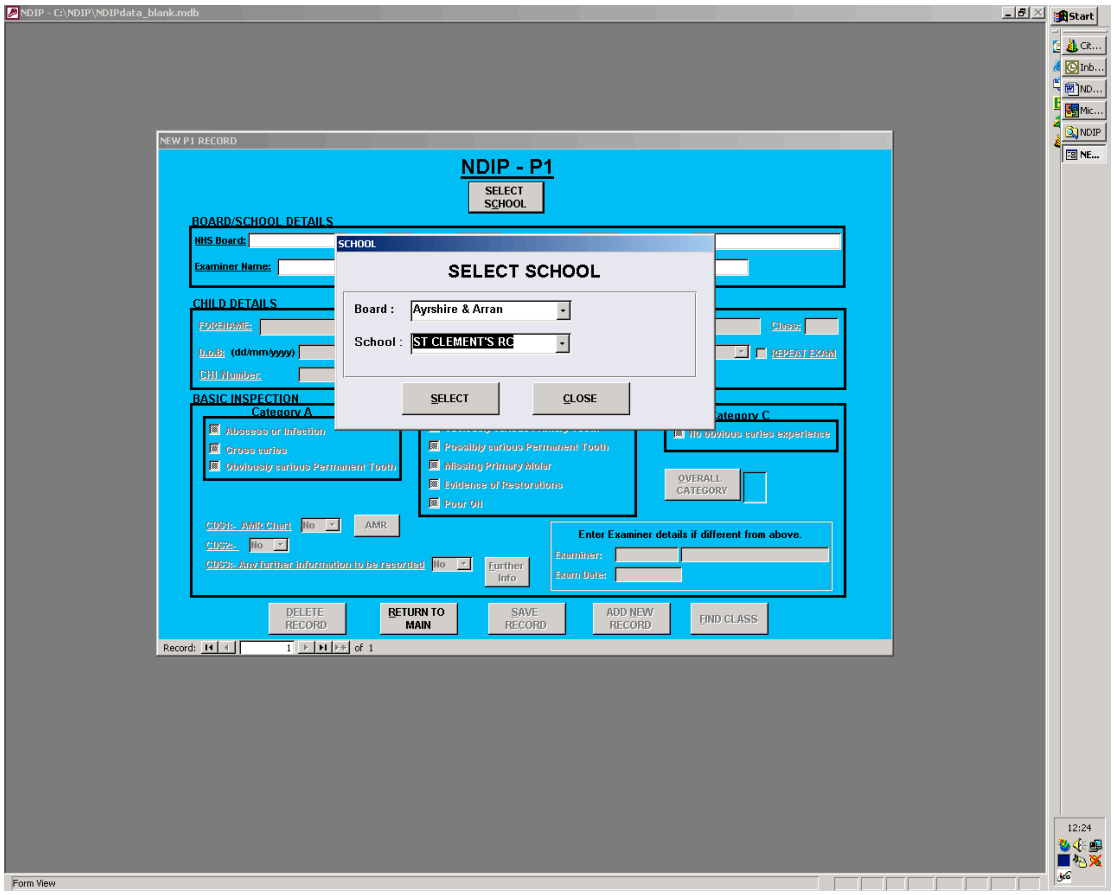

7.1 P1 Inspection

When the school has been selected the following screen will be returned. This is the screen that enables data entry for each child.

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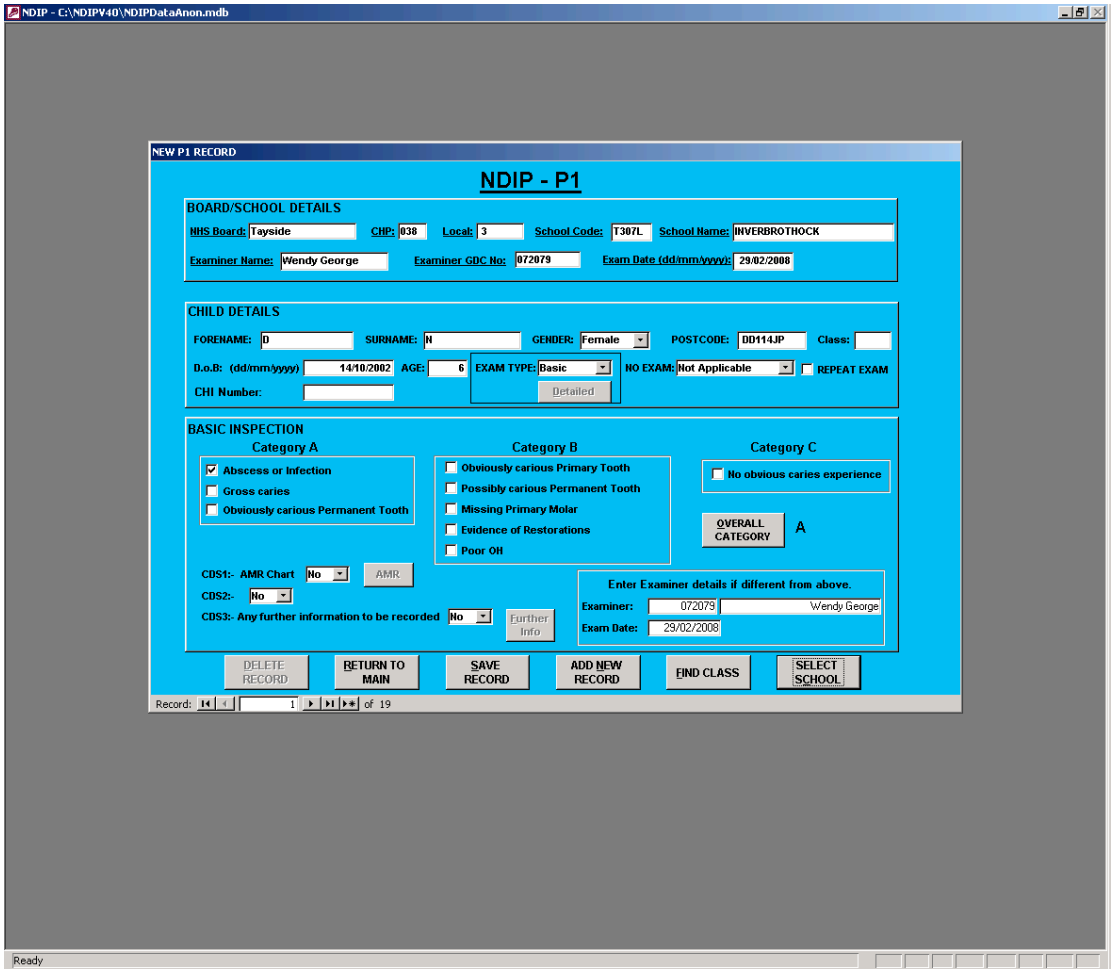

When NHS Board and School details are confirmed the **P1** screen that is returned contains the following pre-populated fields:

NHS Board

School Code

School Name

Examiner Name – This field is “unlocked” and can be edited

Examiner GDC No. **(5 or 6 -digit numeric)** – This field is “unlocked” and can be edited. If a 5-digit number is entered this will be autofilled with a leading zero.

Exam Date (dd/mm/yyyy) – This field is “unlocked” and can be edited

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CHP (3-digit numeric code) - This field is optional but if it has been imported from the School Roll it will be locked and not capable of being edited.

Local (0-3 characters alphanumeric) - This field is optional but if it has been imported from the School Roll it will be locked and not capable of being edited.

If a new record is added the Board/School details will default to those entered for the previous record

7.2 Child Details

These are ***mandatory*** fields. If they have not been prepopulated via the Import of the School Roll the user must enter them on the screen.

Forename

Surname

Gender (default value = Male)

Postcode (Child's Postcode)

Postcodes should be a string of length 7 and may take one of the following formats (where A is alpha and N is numeric):

AN NAA (note 2 spaces)
e.g. G1 2SG

ANN NAA (note 1 space)
e.g. G11 2SG

AAN NAA (note 1 space)
e.g. EH1 4EP

AANNNAA (note no space)
e.g. EH104EP

N.B. If Postcode is not known it will default to 0000000

Date of Birth (format=dd/mm/yyyy) – if not known this will default to 11/11/1900

Exam Type (default value = Basic)

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No Exam (default value = Not Applicable) – i.e. it is assumed that most children will receive an examination. However if a child is not examined the drop-down menu offers the following reasons for the examiner to select:

No Detailed Exam (for Detailed Exam refusals/absences only)
Absent
Parental Refusal
Child Refusal
Not Attending
Removed from List

Selection of any of the above categories will set the Overall Category to “X”. If the record is flagged as “Removed From List” it will be deleted.

Deleting Records
An alternative to using Removed from List is use of the Delete button. If the user wishes to delete a child record that has been included in error this can be done by clicking on the Delete Record button. The system then prompts the user to confirm if they wish the record to be deleted. The record will be set to Overall Category "X". When the user exits NDIP altogether the record will be deleted and on logging back in the user will find that record no longer present.

Age is calculated from (Date of Exam – DOB)

Optional fields are:

Class (single alpha character A-Z)

CHI Number (10-digit)

All pupils must receive a Basic Examination. No pupil can receive a detailed examination without having first received a Basic Exam. If a pupil is recorded as Absent/Parental Refusal/Child Refusal/Not Attending then no information can be input on either the detailed or basic form. The "Exam type" box can be completed as either "basic" or "detailed".

Repeat Exam - Tick if repeat exam

Enter Examiner Details if Different from Above
This facility is intended to accommodate a situation whereby the actual examination was carried out by a dentist other than that originally scheduled, or on a different date to that originally scheduled. If a different examiner name and/or date is entered this will overwrite the previous contents of those fields.

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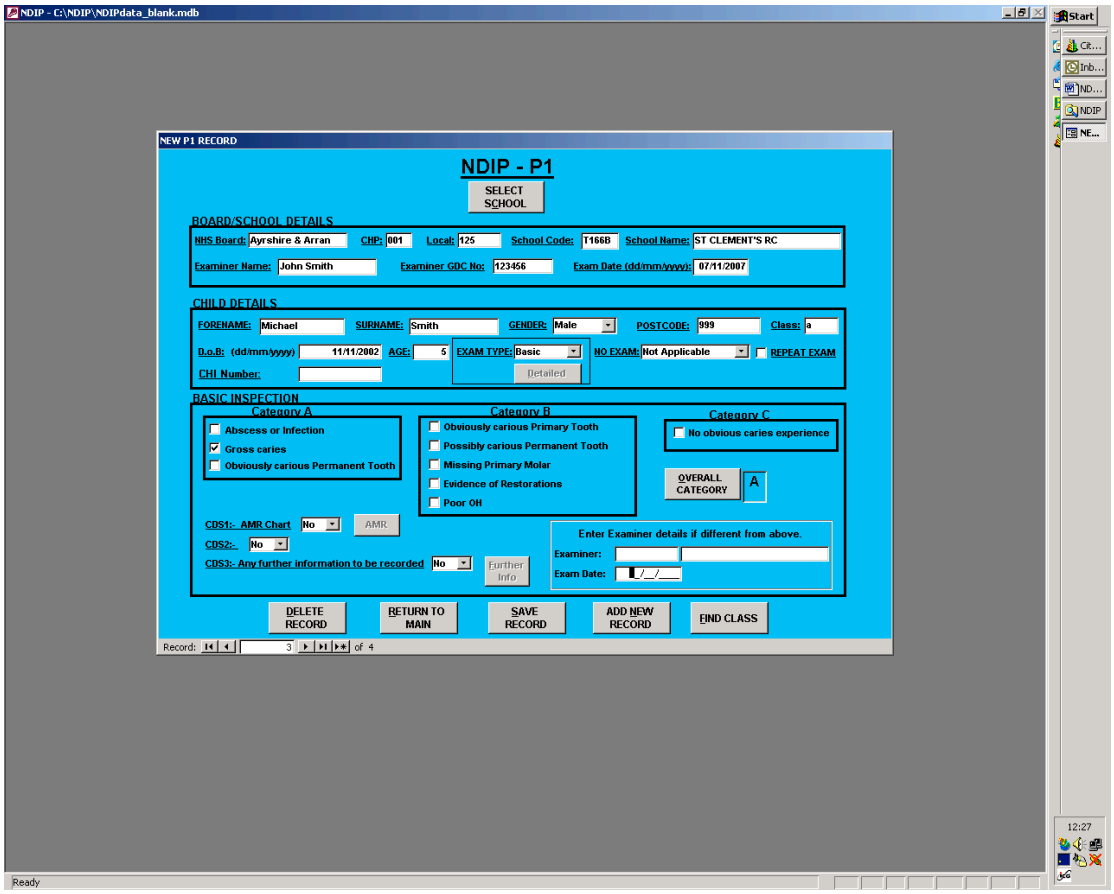
7.3 Basic Inspection

Category is ***Mandatory***

The user must tick all the appropriate boxes.

The populated screen will look like:



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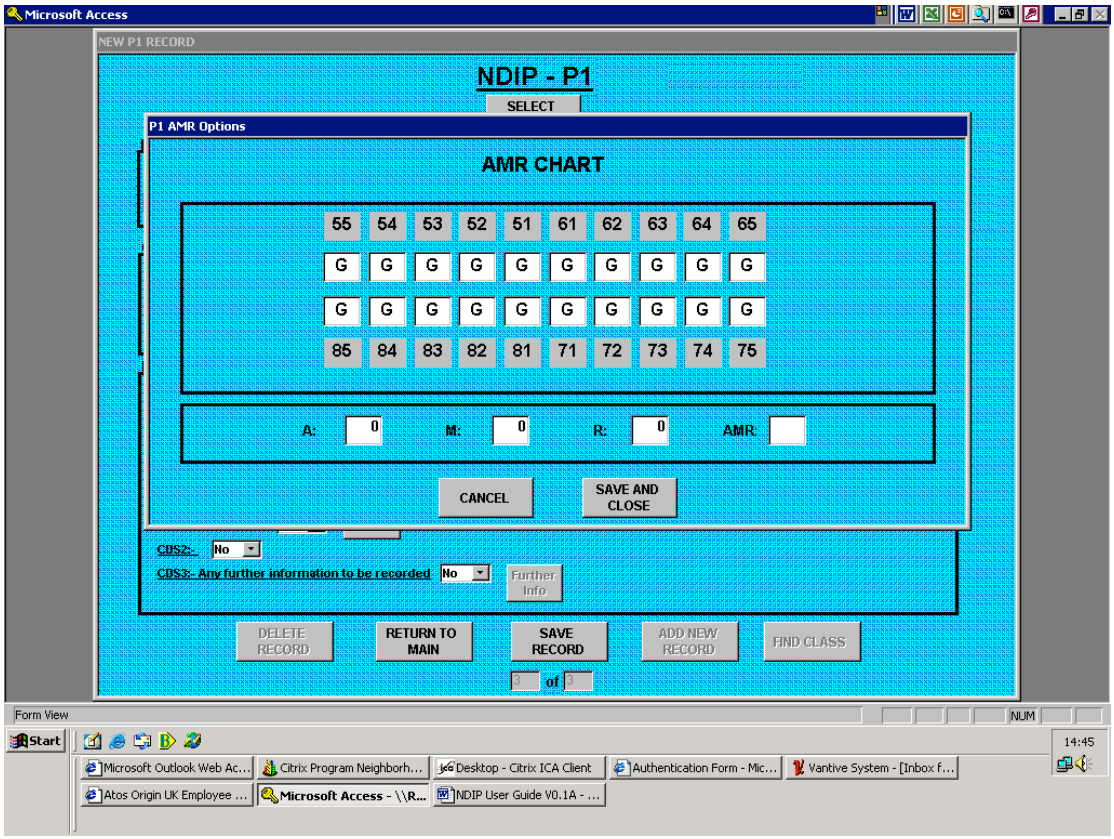
7.4 CDS1 AMR chart (P1 Basic Exam)

This field is optional. To select it the user should select “Yes” from options labelled CDS1 :- AMR Chart . The form below will be returned to the user.



Each box (P1 and P7 charts) is automatically pre-filled with “G” as default value. Each box is capable of holding **only** the value G, A, M, or R. Movement across the screen must be (clockwise) 18 ->28 ->38 -> 48. AMR relates only to DECIDUOUS teeth in the P1 inspection.

7.5 CDS 2

If CDS 2 option box is ticked for a P1 child it will open another window and prompt the user to answer the question “Is this child at additional risk of caries?” by ticking a Yes/No option box.

7.6 CDS 3

If CDS 3 option box is ticked for a P1 child it will open another window with the ability to enter free text (max. 255 characters).

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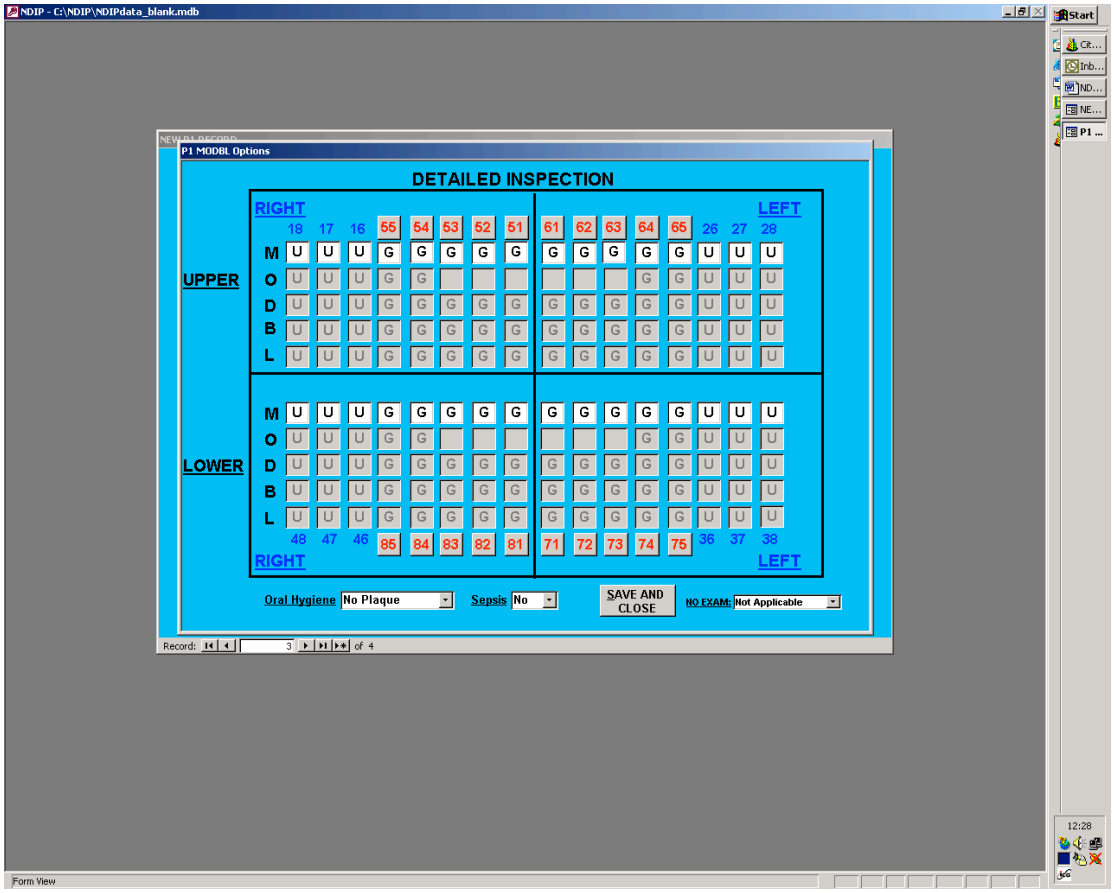
Once the user has completed inputting data press the Save Record button. The record will be saved and returned to screen in its new (saved) form.

To add a new child inspection record click on Add New Record. A blank screen will be returned with the Board/School details prepopulated.

7.7 Detailed Exam (P1)

If the user selects the Detailed Exam option from the P1 screen the following screen will be returned:



Valid Codes are:

U
6
T
G
t
1
V
2
3
4

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F
R
$
N
C

Movement across the screen must be (clockwise) 18 ->28 ->38 -> 48.

Oral Hygiene

Values accepted via the drop-down menu are:
No plaque [default]
Some plaque
Extensive plaque
No exam

Sepsis

Values accepted via the drop-down menu are:
No [default]
Yes

Once the user has completed the input of Detailed Exam data press the Save and Close button. The record will be saved and a message to that effect displayed on screen. The P1 Inspection screen for that child will be automatically returned to the user.

No Exam (default value = Not Applicable)
If a child does not receive a Detailed Examination the drop-down menu offers the following reasons for the examiner to select:

- No Detailed Exam
- Absent
- Parental Refusal
- Child Refusal
- Not Attending

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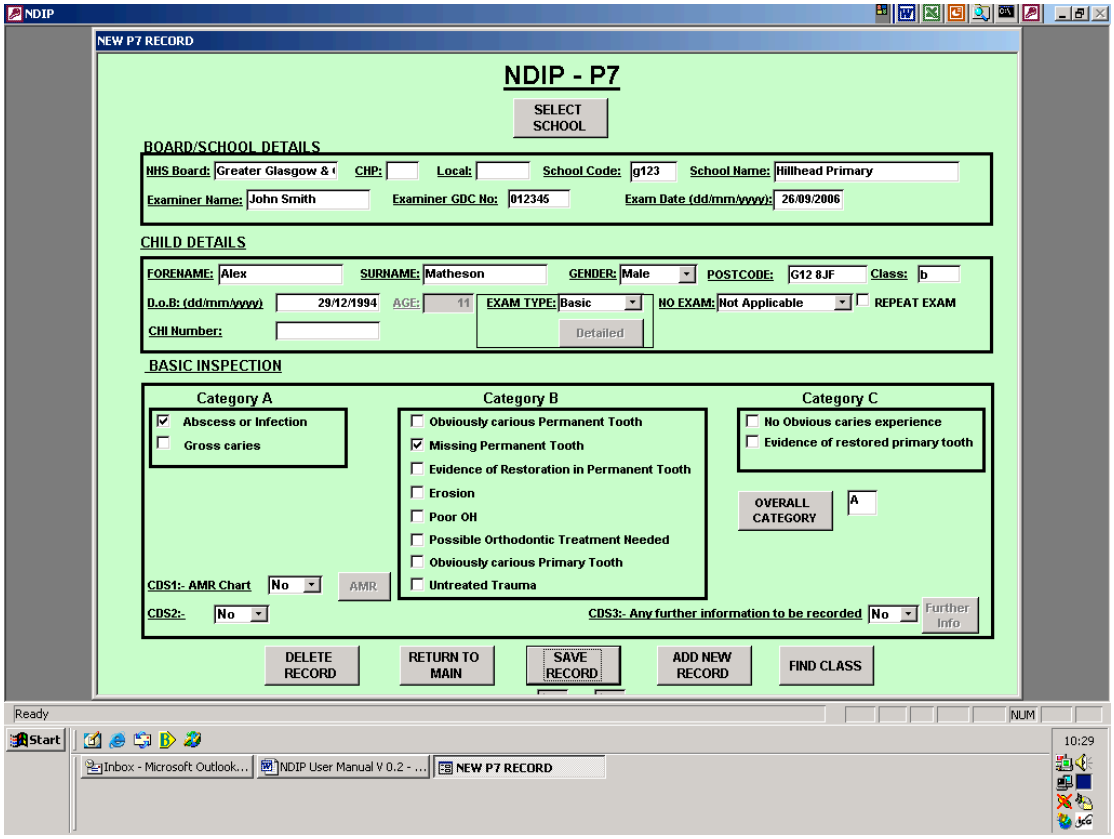
8. Inspection Team P7

Selecting the P7 button from the Main Menu opens the form below



8.1 Select School

N.B. Before the user can enter data on this screen the Co-ordinator must create School data via the Import School Roll function or manually via School Details function. The Examiner must complete School Visit Details if Import School Roll function has NOT been used.

Click on **Select School**

A dialogue box is returned that prompts the user to select from drop-down menus the **NHS Board** and **School.**

e.g.

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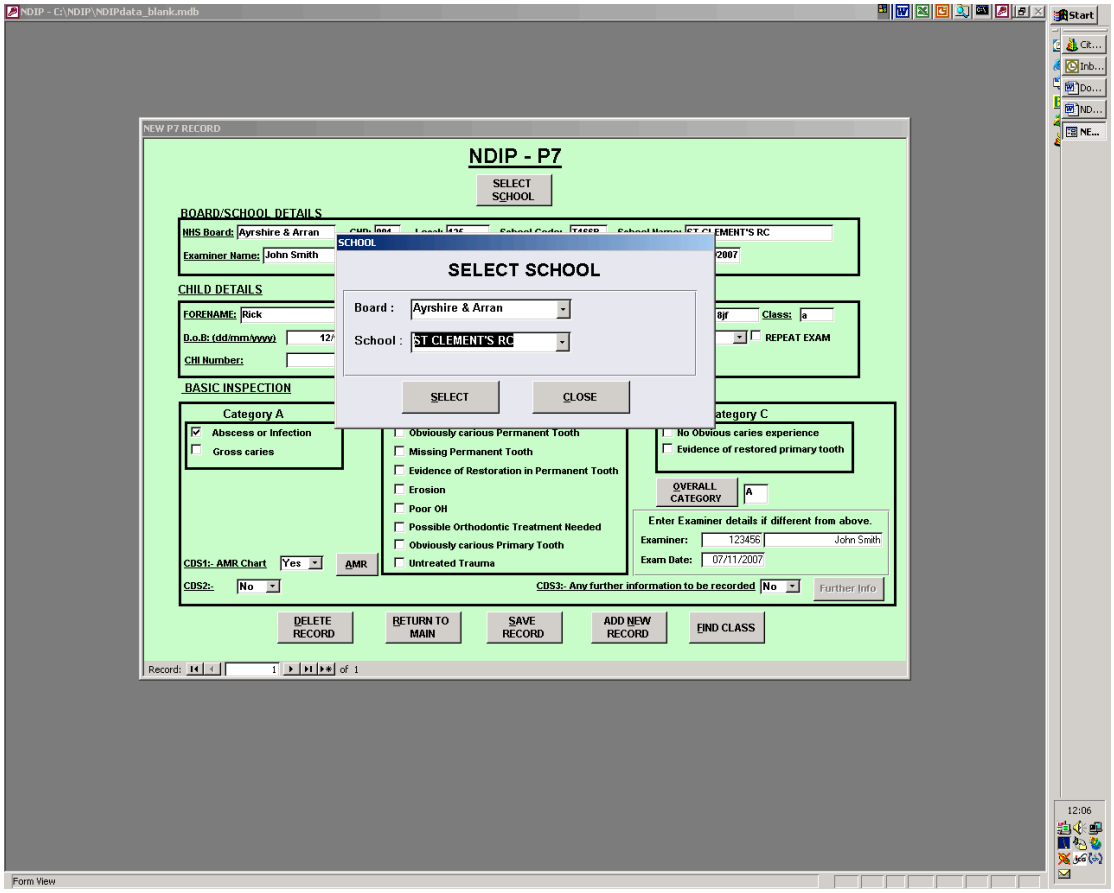

Once Board and School have been confirmed the **P7** screen that is returned contains the following pre-populated fields:

NHS Board

School Code

School Name

Examiner Name – This field is “unlocked” and can be edited

Examiner GDC No. **(5 or 6 -digit numeric) –** This field is “unlocked” and can be edited. If a 5-digit number is entered this will be autofilled with a leading zero.

Exam Date (dd/mm/yyyy) – This field is “unlocked” and can be edited

CHP (3-digit numeric code) - This field is optional but if it has been imported from the School Roll it will be locked and not capable of being edited.

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Local (0-3 characters alphanumeric) - This field is optional but if it has been imported from the School Roll it will be locked and not capable of being edited.

If a new record is added the Board/School details will default to those entered for the previous record.

8.2 Child Details

These are ***mandatory*** fields. If they have not been prepopulated via the Import of the School Roll the user must enter them on the screen.

Forename
Surname
Gender (default value = Male)

Postcode (Child's Postcode)

Postcodes should be a string of length 7 and may take one of the following formats (where A is alpha and N is numeric):

AN NAA (note 2 spaces)
e.g. G1 2SG

ANN NAA (note 1 space)
e.g. G11 2SG

AAN NAA (note 1 space)
e.g. EH1 4EP

AANNNAA (note no space)
e.g. EH104EP

N.B. If Postcode is not known it will default to 0000000

Date of Birth (format=dd/mm/yyyy) – if not known this will default to 11/11/1900

Exam Type (default value = Basic)

No Exam (default value = Not Applicable) – i.e. it is assumed that most children will receive an examination. However if a child is not examined the drop-down menu offers the following reasons for the examiner to select:

- No Detailed Exam (for Detailed Exam refusals/absences only)
- Absent
- Parental Refusal
- Child Refusal
- Not Attending
- Removed from List

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Selection of any of the above categories will set the Overall Category to “X”. If the record is flagged as “Removed From List” it will be deleted.

Age is calculated from (Date of Exam – DOB)

Optional fields are:

Class (single alpha character A-Z)

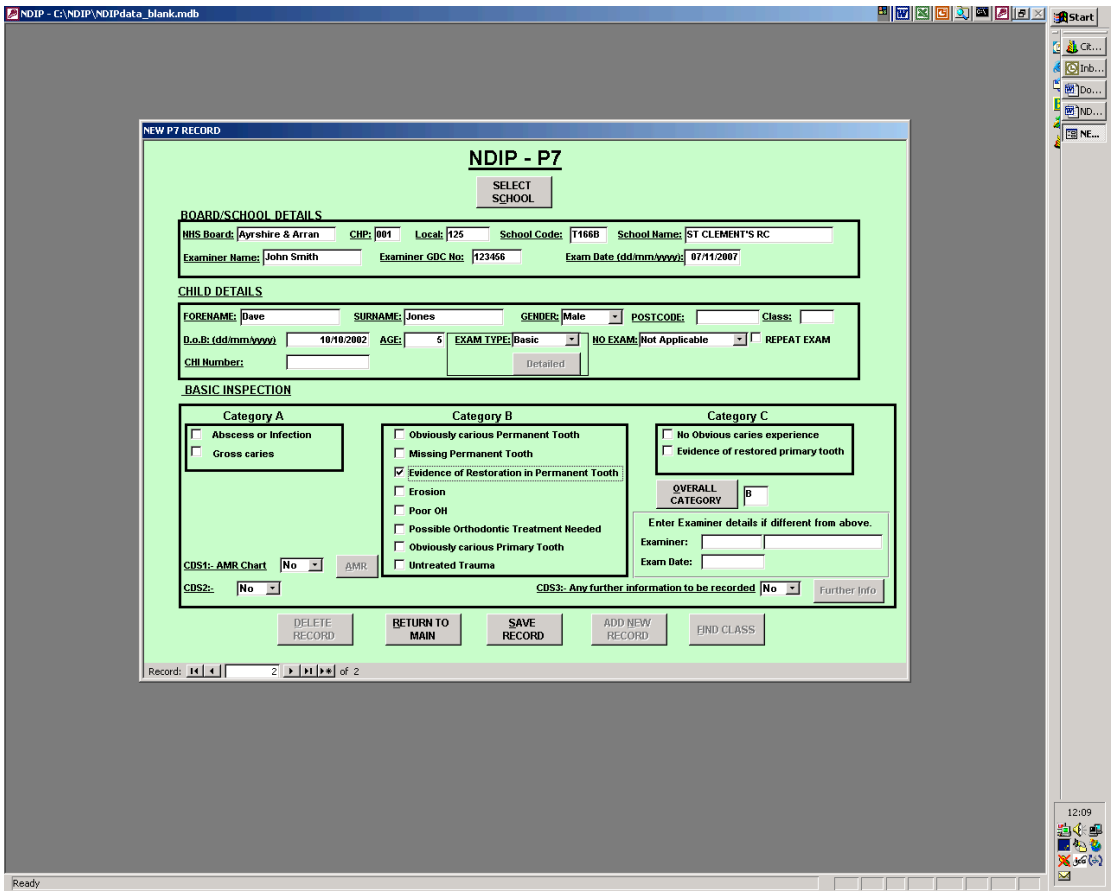
CHI Number (10-digit)

Repeat Exam - Tick if repeat exam

Category is ***Mandatory*** - The user must tick all the appropriate boxe

8.3 Basic Inspection

The populated screen will look like:



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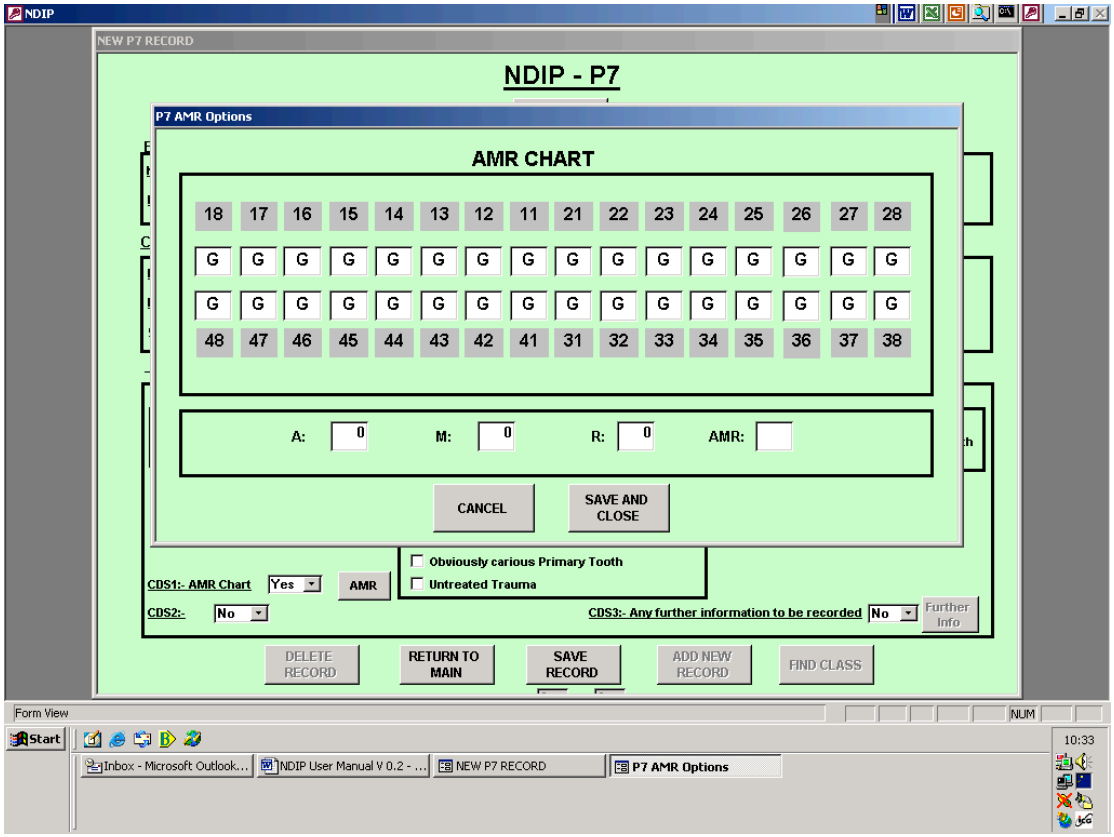
8.4 CDS1 AMR (P7 Basic Exam)

This field is optional. To select it the user should select “Yes” from options labelled CDS1 :- AMR Chart . The form below will be returned to the user.



Each box (P1 and P7 charts) is automatically pre-filled with “G” as default value. Each box is capable of holding **only** the value G, A, M, or R.
AMR applies only to PERMANENT teeth in the P7 population.
Movement across the screen for P7 chart must be (clockwise) 18 ->28 ->38 -> 48.

8.5 CDS 2

If CDS 2 option box is ticked for a P7 child it will open another window and prompt the user to answer the question “Is this child at additional risk of caries?” by ticking a Yes/No option box.

8.6 CDS 3

If CDS 3 option box is ticked for a P7 child it will open another window with the ability to enter free text (max. 255 characters).

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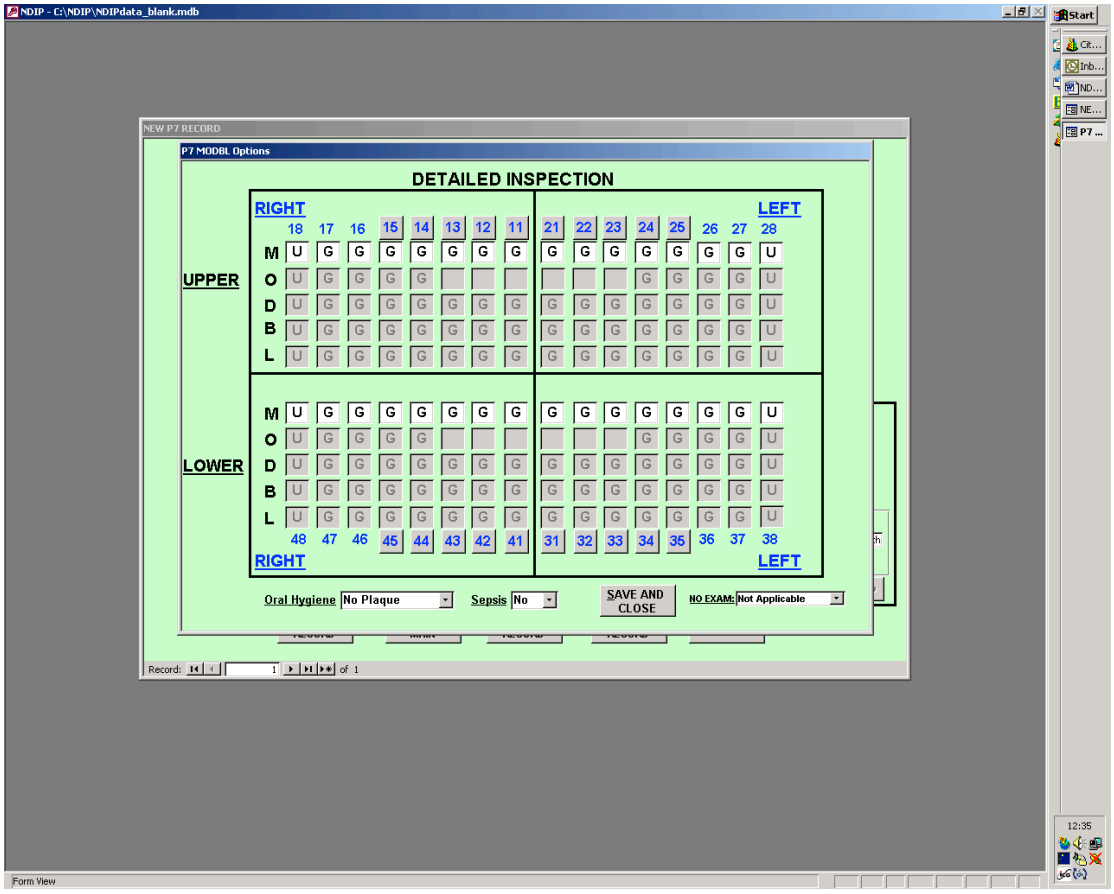
Once the user has completed the input of AMR data press the Save and Close button. The record will be saved and a message to that effect displayed on screen. The P1 Inspection screen for that child will be automatically returned to the user.

8.7 Detailed Exam (P7)

If the user selects the Detailed Exam option from the P7 screen the following screen will be returned:



Valid Codes are:

U
6
T
G
t
1
V
2
3

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4
F
R
$
N
C

Movement across the chart must be downwards (i.e. following MODBL for each tooth - i.e. the 5 surfaces of each tooth) and clockwise 18 ->28 ->38 -> 48. User can move across the chart using cursor keys or mouse. If the user presses the cursor the program will tab to next tooth. The back tab function can be used to backwards through the tab positions to change/edit entry.

Boxes 18-48 can be 'toggled' between deciduous and permanent tooth notations.

Oral Hygiene
Values accepted via the drop-down menu are:
No plaque [default]
Some plaque
Extensive plaque
No exam

Sepsis
Values accepted via the drop-down menu are:
No [default]
Yes

Once the user has completed the input of Detailed Exam data press the Save and Close button. The record will be saved and a message to that effect displayed on screen. The P7 Inspection screen for that child will be automatically returned to the user.

No Exam (default value = Not Applicable)
If a child does not receive a Detailed Examination the drop-down menu offers the following reasons for the examiner to select:

- No Detailed Exam
- Absent
- Parental Refusal
- Child Refusal
- Not Attending

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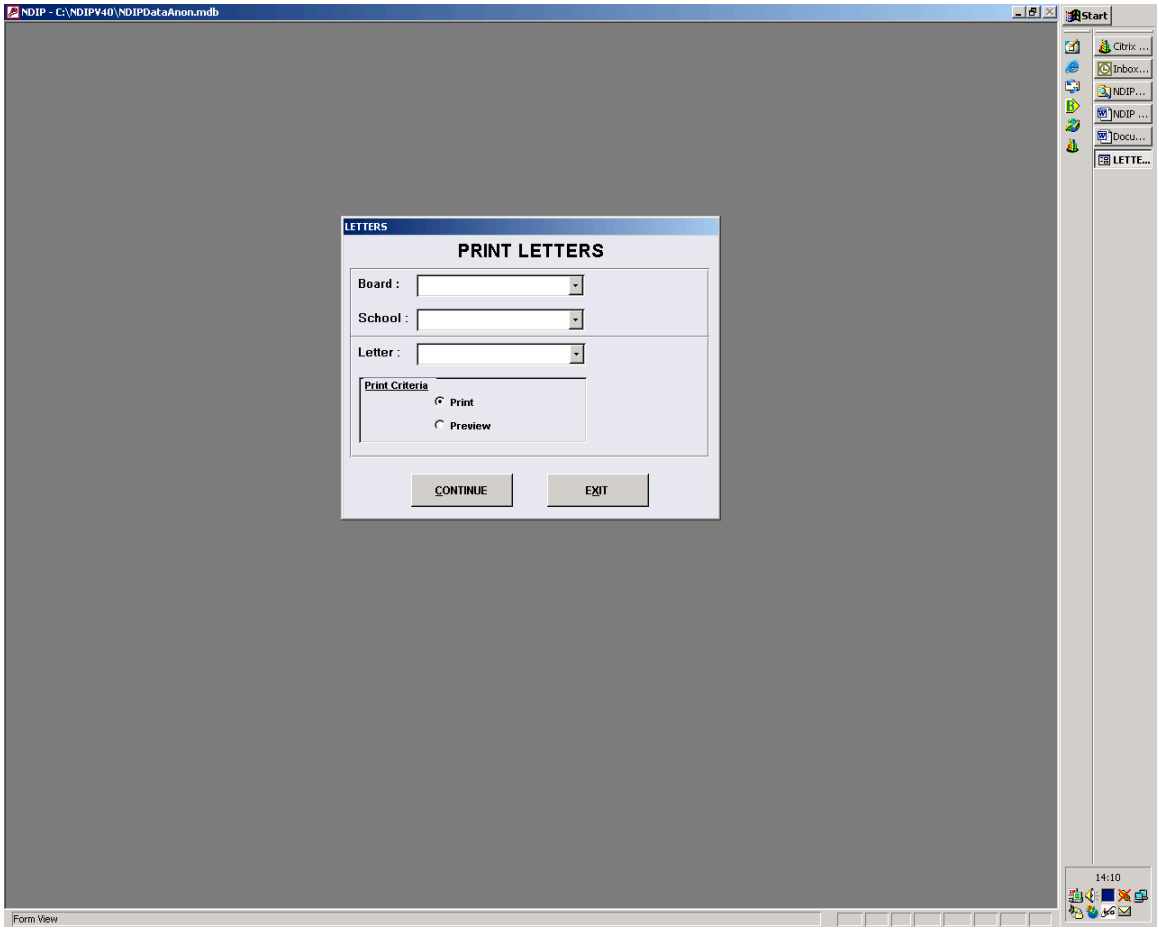
9. Print Letters

If the **Print Letters** option is selected from **Main Menu** the following screen is returned:



The user scrolls down the drop-down menu of NHS Boards ands selects the appropriate one.

The user then scrolls down the drop-down menu of Schools belonging to that Board and selects the appropriate one.

The user then scrolls down the drop-down menu of Letter Categories and selects the appropriate one.

The populated screen then looks like:

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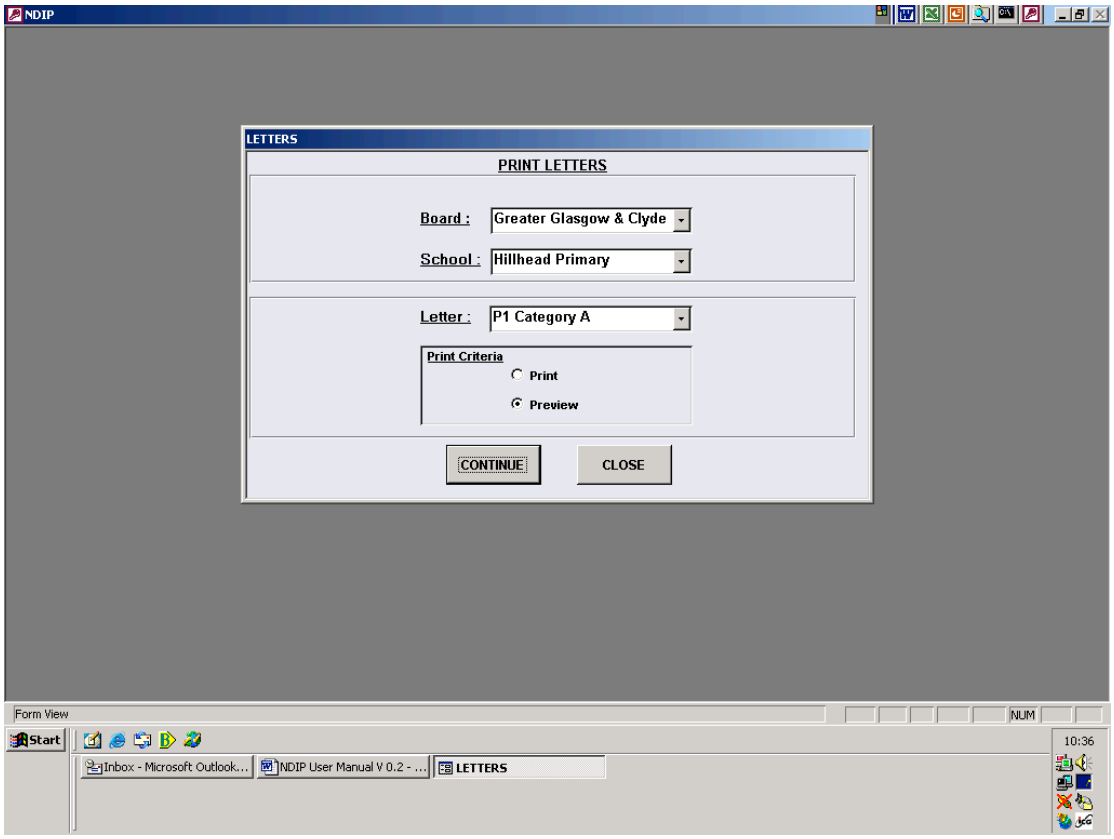

The co-ordinator is able to use the Customise Letters function to define the Header and Footer Text for that particular NHS Board. The Body Text is a standard wording but can be amended by the co-coordinator using Customise Letters.

The Pupil Name, Examiner Name and the appropriate Category tick boxes are populated from the inspection record.

Clicking the Print button routes the letter to the appropriate printer

By clicking the Preview button the text can be seen prior to printing

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10. Export

This screen enables the user to set up the export of inspection data to MS-Excel.

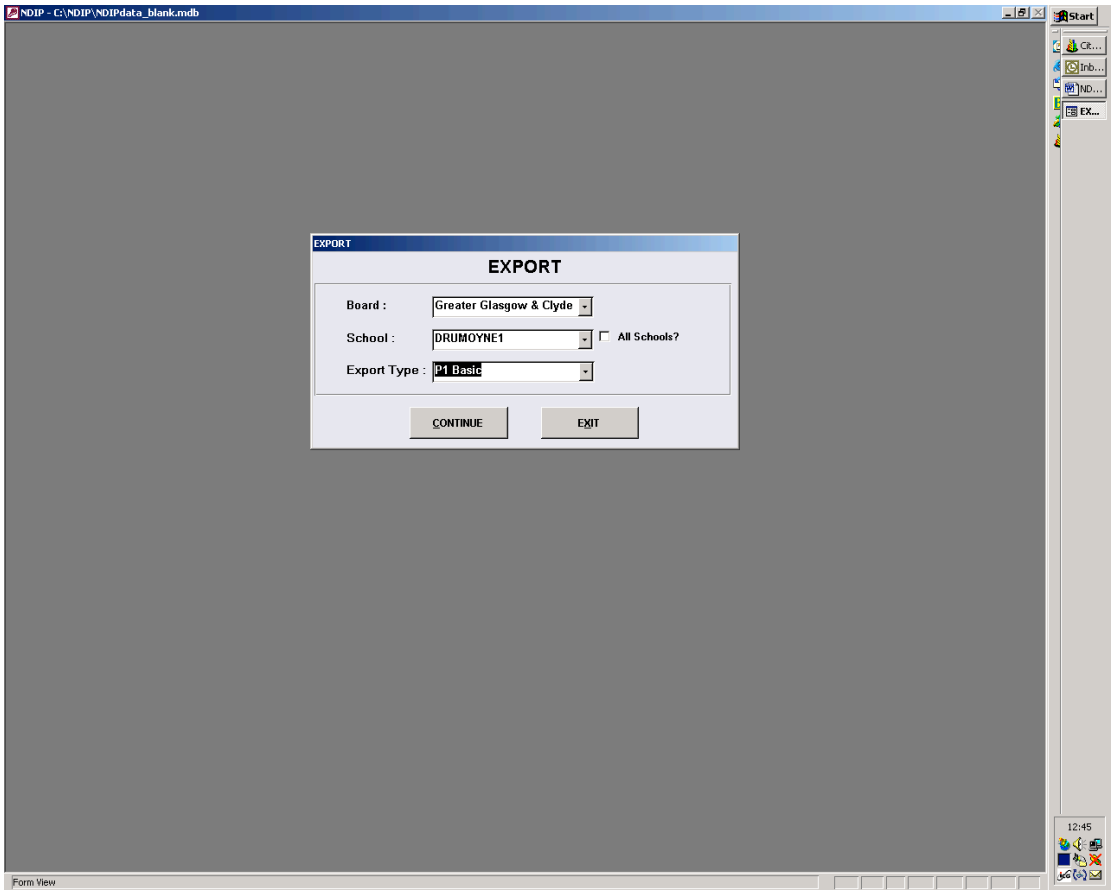
The user scrolls down the drop-down menu of NHS Boards and selects one.
The user then scrolls down the drop-down menu of Schools belonging to that Board and selects the appropriate one. Alternatively the user can tick the box for all schools and this will export all schools that they have stored on their laptop as one file.

The user then scrolls down the drop-down menu of Export Types and selects the appropriate one.

- P1 Basic
- P1 Detailed
- P7 Basic
- P7 Detailed

The P1 Basic Export includes all No-Exam records for P1 Basic and P1 Detailed Exams.
The P7 Basic Export includes all No-Exam records for P7 Basic and P7 Detailed Exams.

An example of what the populated screen would look like is:



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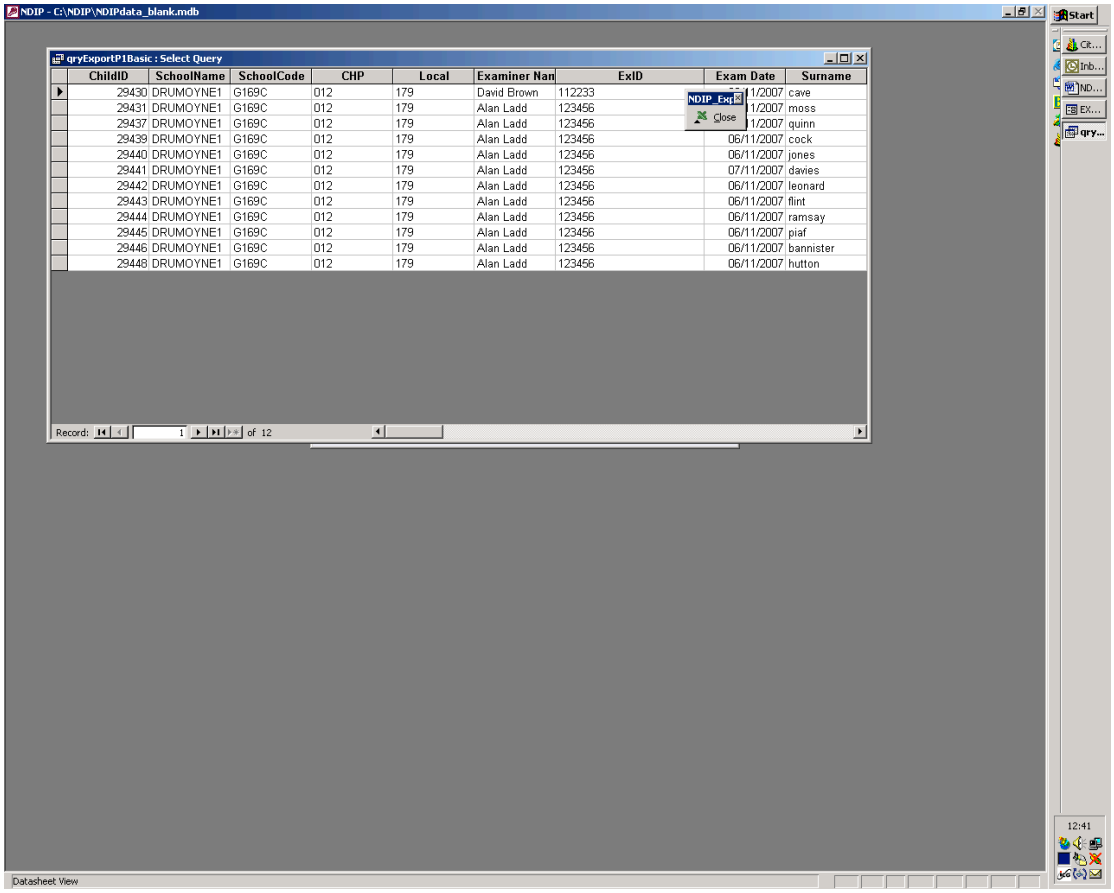
The user clicks on Continue and the following spreadsheet is displayed on the screen. Also displayed is a dialogue box that offers the user the opportunity to cancel the operation (Close) or continue to export the spreadsheet.



ChildID	SchoolName	SchoolCode	CHP	Local	Examiner Nan	ExID	Exam Date	Surname
29430	DRUMOYNE1	G169C	012	179	David Brown	112233	1/2007	cave
29431	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	1/2007	moss
29437	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	1/2007	quinn
29439	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	cock
29440	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	jones
29441	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	07/11/2007	davies
29442	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	leonard
29443	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	flint
29444	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	ramsay
29445	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	piaf
29446	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	bannister
29448	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	hutton

If the user wishes to cancel the operation click on Close and the Export menu screen is returned (click on the small cross in the top right-hand corner of the dialogue box to clear the box off the screen altogether). If the user wishes to continue with the export click on the Green Cross (symbol for Excel). This will return the export file to screen. If the user has already exported a file previously they will be prompted by a dialogue box to confirm that they wish to overwrite the old file.

In that case the screen displayed will then look like:

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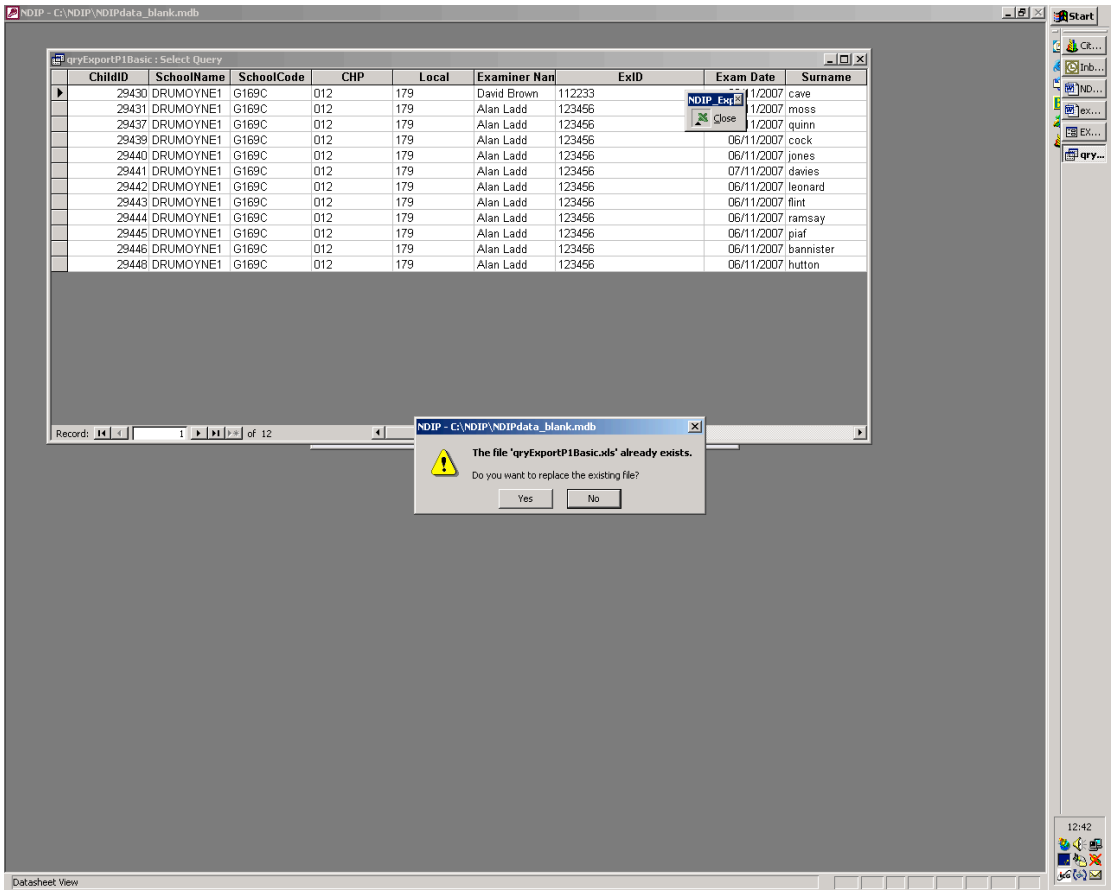
NDIP - C:\NDIP\NDIPdata_blank.mdb
qryExportP1Basic : Select Query
ChildID SchoolName SchoolCode CHP Local Examiner Nan ExID Exam Date Surname
29430 DRUMOYNE1 G169C 012 179 David Brown 112233 1/2007 cave
29431 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 1/2007 moss
29437 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 1/2007 quinn
29439 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 cock
29440 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 jones
29441 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 07/11/2007 davies
29442 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 leonard
29443 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 flint
29444 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 ramsay
29445 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 piaf
29446 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 bannister
29448 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 hutton
NDIP_Exp
Close
Record: 1 of 12
NDIP - C:\NDIP\NDIPdata_blank.mdb
The file 'qryExportP1Basic.xls' already exists.
Do you want to replace the existing file?
Yes
No
Start
12:42
Datasheet View

If the user clicks on “Yes” the following screen will be returned, displaying the data in the Excel format in which it has been exported:

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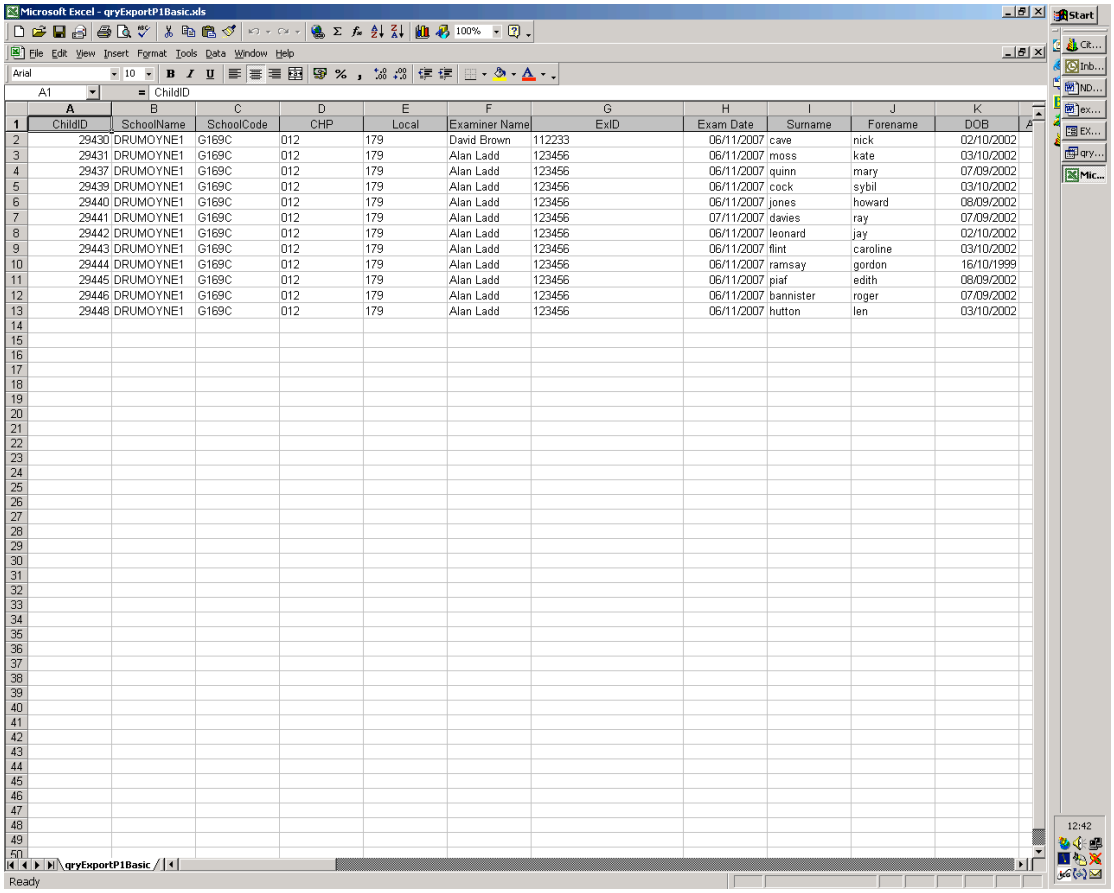
Microsoft Excel - qryExportP1Basic.xls
File Edit View Insert Format Tools Data Window Help
Arial 10
A1 = ChildID
ChildID SchoolName SchoolCode CHP Local Examiner Name ExID Exam Date Surname Forename DOB
29430 DRUMOYNE1 G169C 012 179 David Brown 112233 06/11/2007 cave nick 02/10/2002
29431 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 moss kate 03/10/2002
29437 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 quinn mary 07/09/2002
29439 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 cock sybil 03/10/2002
29440 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 jones howard 08/09/2002
29441 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 07/11/2007 davies ray 07/09/2002
29442 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 leonard jay 02/10/2002
29443 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 flint caroline 03/10/2002
29444 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 ramsay gordon 16/10/1999
29445 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 piaf edith 08/09/2002
29446 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 bannister roger 07/09/2002
29448 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 hutton len 03/10/2002
qryExportP1Basic
Ready
Start
12:42

If the user wishes to save the export under another file name click on “No” and the following screen will be returned:

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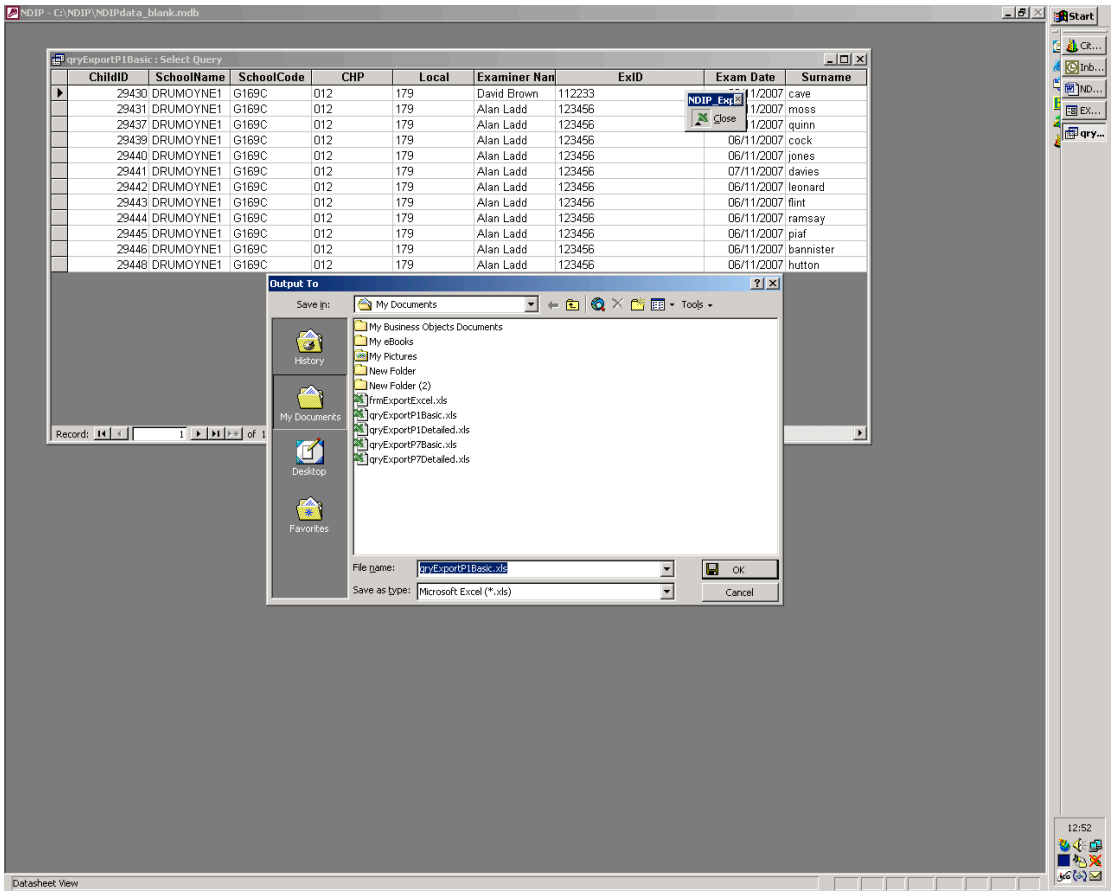
NDIP - C:\NDIP\NDIPdata_blank.mdb
qryExportP1Basic : Select Query
ChildID SchoolName SchoolCode CHP Local Examiner Nan ExID Exam Date Surname
29430 DRUMOYNE1 G169C 012 179 David Brown 112233 1/2007 cave
29431 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 1/2007 moss
29437 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 1/2007 quinn
29439 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 cock
29440 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 jones
29441 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 07/11/2007 davies
29442 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 leonard
29443 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 flint
29444 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 ramsay
29445 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 piaf
29446 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 bannister
29448 DRUMOYNE1 G169C 012 179 Alan Ladd 123456 06/11/2007 hutton
NDIP_Exit
Close
Output To
Save in: My Documents
Tools
History
My Documents
Desktop
Favorites
My Business Objects Documents
My eBooks
My Pictures
New Folder
New Folder (2)
frmExportExcel.xls
qryExportP1Basic.xls
qryExportP1Detailed.xls
qryExportP7Basic.xls
qryExportP7Detailed.xls
File name: qryExportP1Basic.xls
Save as type: Microsoft Excel (*.xls)
OK
Cancel
Record: 1 of 1
Datasheet View
Start
12:52

The user then enters the file name that they wish, overwriting the existing name displayed under File Name. This leaves the original file in place, untouched, and creates a new file. On completing this action the following screen will be returned to the user, displaying the data in the Excel format in which it has been exported:

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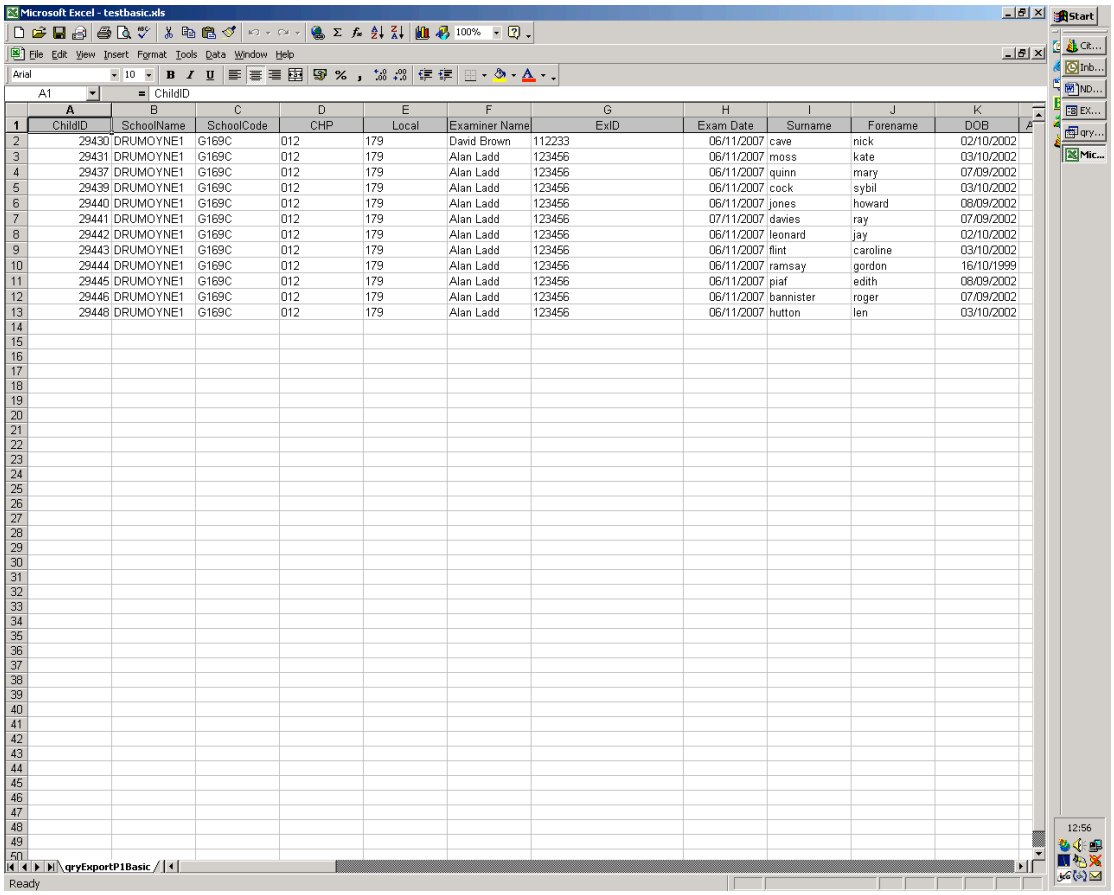

ChildID	SchoolName	SchoolCode	CHP	Local	Examiner Name	ExID	Exam Date	Surname	Forename	DOB
29430	DRUMOYNE1	G169C	012	179	David Brown	112233	06/11/2007	cave	nick	02/10/2002
29431	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	moss	kate	03/10/2002
29437	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	quinn	mary	07/09/2002
29439	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	cock	sybil	03/10/2002
29440	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	jones	howard	08/09/2002
29441	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	07/11/2007	davies	ray	07/09/2002
29442	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	leonard	jay	02/10/2002
29443	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	flint	caroline	03/10/2002
29444	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	ramsay	gordon	16/10/1999
29445	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	piaf	edith	08/09/2002
29446	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	bannister	roger	07/09/2002
29448	DRUMOYNE1	G169C	012	179	Alan Ladd	123456	06/11/2007	hutton	len	03/10/2002

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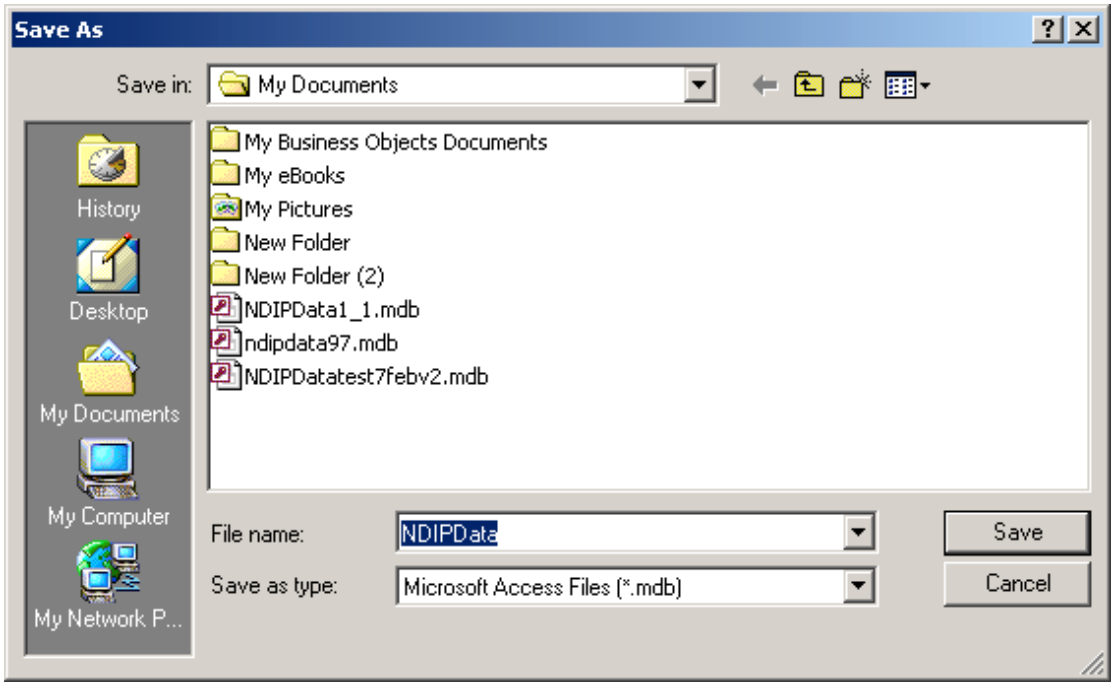
11. Save As

This screen is access via the Save As option on the Main Menu. If the user clicks on Save As the dialogue box below is retuned, overlaid onto the Main menu screen.



This screen enables the user to save the inspection data to an external medium. This should normally be a USB key but may be a CD. The program automatically saves all data that is held on the user's laptop to the external medium. The data is automatically saved as an MS-Access database.

The user must carry out Save As once a school inspection has been completed. This ensures the backup of all data in the event of loss or damage to the laptop.

The default file name is NDIPData. However the user can insert a file name of their own choosing and they can select the appropriate drive letter for the device to which the file is to be saved. In this way the examiner can save each school inspection as a separate database with a unique file name.

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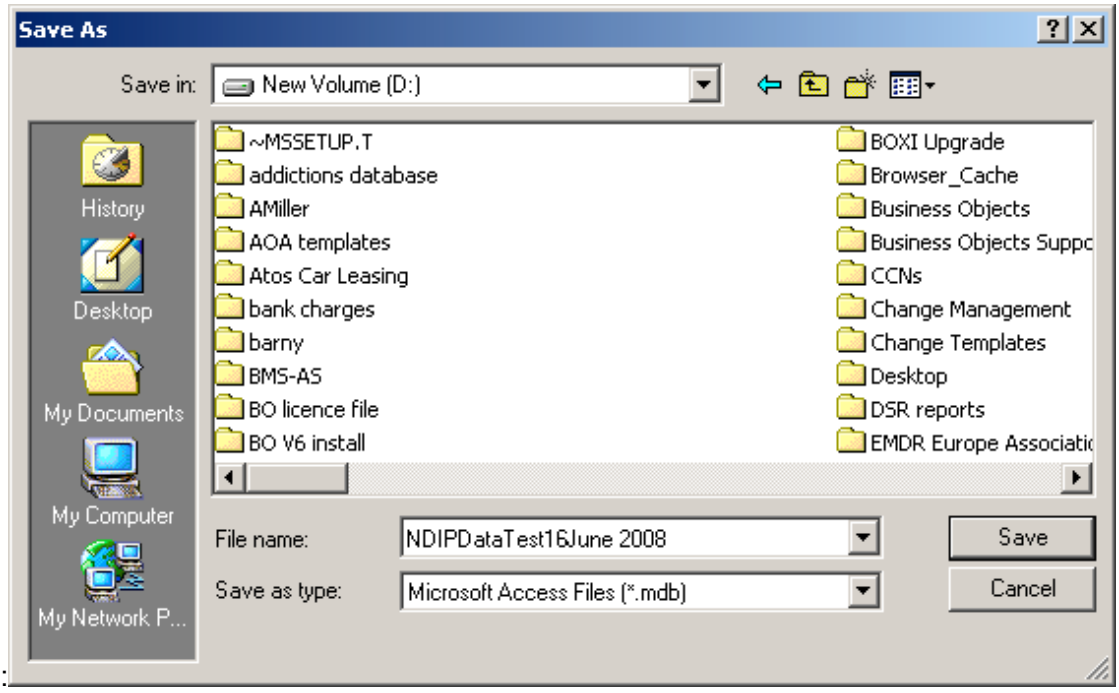
An example screen might look like:



In this example the file has been renamed “NDIPDataTest16June 2008” and saved to the D: drive on the desktop.

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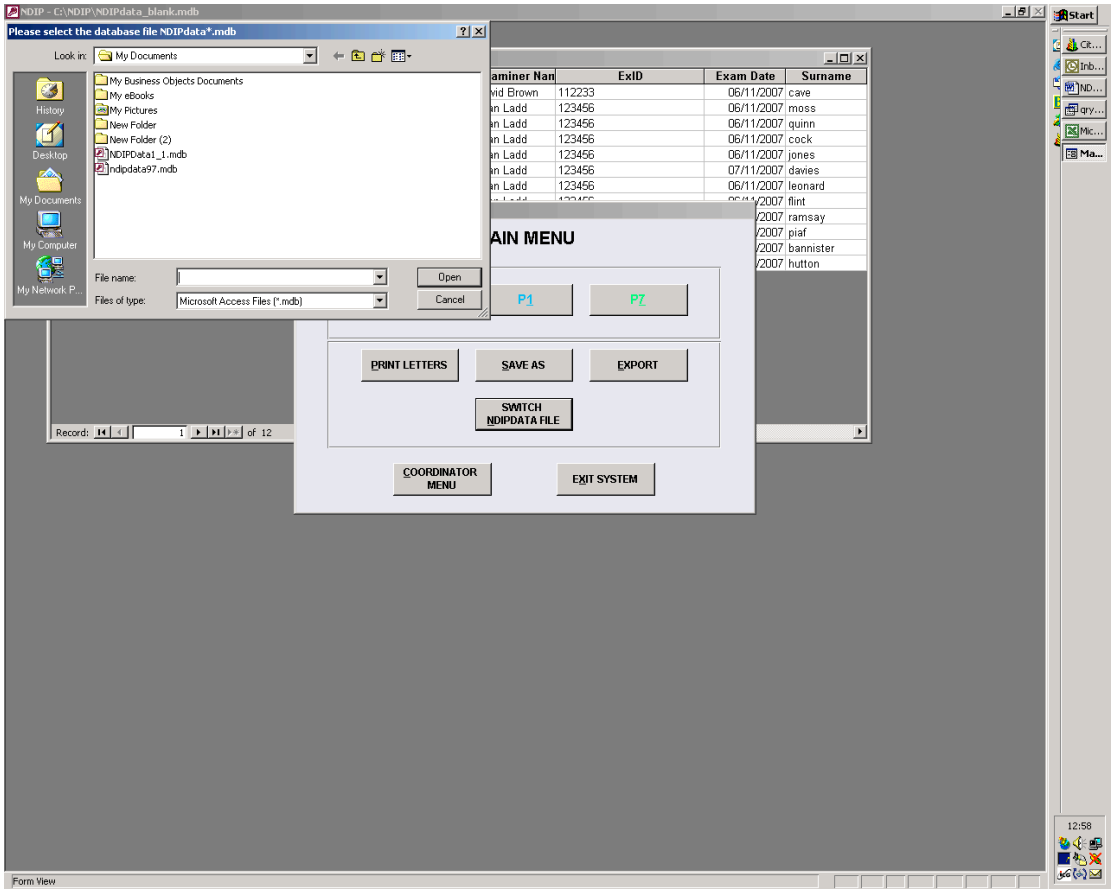
12. Switch NDIPDATA File

This screen is access via the Save As option on the Main Menu. If the user clicks on “Switch NDIPDATA File” the dialogue box below is retuned.



This option enables the user to switch from one database to another. This is useful if the user is dealing with several schools and wishes to retain data for each school in separately identifiable files. The user selects the appropriate drive (C:/D: etc) from the drop-down menu and the file name for the school to be processed.

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